

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/6/2013 10:46:18 AM
Subject: RE: FW: Eric's start date

This was never done.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 1:51 PM
To: Rebecca Cokley
Subject: Re: FW: Eric's start date

yes the email is good

On Thu, Dec 5, 2013 at 1:39 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Lisa



Thank you.

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From: Anne Sommers
Sent: Thursday, December 05, 2013 1:13 PM
To: Rebecca Cokley
Subject: FW: Eric's start date

Rebecca,

It has been 2.5 months since we interviewed (b) (6), and I remain very concerned we may lose him as our hire if the hiring process is unnecessarily lengthened and we do not communicate with him timely. Please see the email chain below. I understand from Ms. Jones's email that she has many priority items right now. However I'd greatly appreciate your consideration of prioritizing this item on Ms. Jones's workload and requesting that she work with me to talk to (b) (6) together so we're not sending mixed or tardy or no messages to him right now.

I appreciate your thoughts. Thanks.

Anne

From: Anne Sommers
Sent: Thursday, December 5, 2013 1:08 PM
To: Sylvia Jones
Subject: RE: Eric's start date

Hi Sylvia,

I will double check with (b) (6) before you take that step with GSA. Please hold off until I can call him.

However, I believe I have been clear and consistent about Eric's request to post a month's notice at his current employer. When we talked about December 29 as a start date, you are right, it was quite a while back....when that start date was far more than a month's worth, to provide the time needed for you to process paperwork with GSA, to have him go through clearance, to issue a formal offer, then give him that month's worth of time to provide the notice he requested. It's obviously been many weeks since that conversation, making December 29 no longer an appropriate time frame. He will not post notice until he has a firm offer from us, which I understood from you was to come at the end of the clearance process, which was to be started this week.

I will contact Eric at the next break here to see if he can start in late December, but I don't believe he can. If I know when he may get his letter, I can accurately project his start date. I understand that you are very busy right now. However, this is a very high priority, and I'll let Rebecca know where we are in the process, so we can keep this queued up for completion in the very near term.

What would help is getting a very clear overview of the process -- and having you, as our HR expert, update Eric. Would you be willing to do a call with him with me tomorrow? I will arrange it if you are willing. He has been very patiently waiting and I don't feel our coordination is as good as it could be in communicating to him timely.

So again, please don't contact GSA until I confirm with Eric that he cannot start December 30, though I don't believe he can.

I'll write again today once I speak with Eric.

Thanks,
Anne

From: Sylvia Jones
Sent: Thursday, December 5, 2013 12:05 PM
To: Anne Sommers

Cc: Sylvia Jones
Subject: RE: Eric's start date

Hi Anne,

Today is the first time you've communicated a January start date to me. When I inquired about Mr. Buehlmann starting in January a while back you were firm with the December 29 start date.

Today, I sent forth (b) (6) signed SF-52 and draft offer letter to GSA with a starting date of December 29, reporting on Dec 30. The last minute changes are causing an unnecessary workload burden on me; and as you know I am without staff other than Stacey.

I will notify GSA to remove (b) (6) from the Dec 30 orientation list and I will re-do the paperwork when time permits.

Sylvia

From: Anne Sommers
Sent: Thursday, December 5, 2013 11:54 AM
To: Sylvia Jones
Subject: Eric's start date

Hi Sylvia:

Just a reminder that Eric told us during his interview and throughout the process that he will be giving a month's notice to his current employer. Accordingly, his start date will be in January, not December. I don't have the pay calendar in front of me, but I think it's January 12 that makes the most sense.

Thanks,
Anne

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

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Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 9/12/2013 10:15:40 AM
Subject: FW: application to become a leave recipient
Attachments: Application to become leave recipient.pdf

Do you guys have anyone over there I can talk to about this? When I was at the White House I was able to submit the paperwork prior to running out of leave. I don't understand why I can't do that here?

Rebecca Cokley
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From: Sylvia Menifee
Sent: Thursday, September 12, 2013 10:12 AM
To: Rebecca Cokley
Cc: Sylvia Menifee
Subject: RE: application to become a leave recipient

Rebecca,

You do not qualify to become a leave recipient under the voluntary leave transfer program.

Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave *directly* to another employee who has a personal or family medical emergency **and** who has exhausted his or her available paid leave.

You have not exhausted all your available paid leave. You currently have 114 hours of annual leave and 7.5 hours of sick leave that must be exhausted before you can qualify to become a recipient; in addition to having either a 1) personal medical emergency **or** a 2) family medical emergency.

Enjoy your day,
Sylvia

From: Rebecca Cokley
Sent: Wednesday, September 11, 2013 10:03 AM
To: Sylvia Menifee
Cc: Jeff Rosen; Lynnae Ruttledge
Subject: application to become a leave recipient

Ms. Menifee

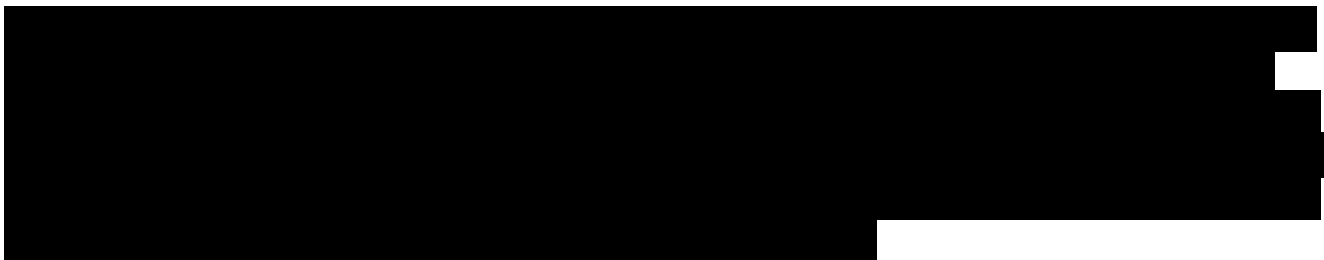
Attached is my signed application to become a leave recipient under the voluntary leave transfer program. Please process the agreement by COB 9/12/13 or provide me with specific reasons why it cannot be legally processed.

Rebecca Cokley
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National Council on Disability
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202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

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Version: 2012.0.2242 / Virus Database: 3222/6159 - Release Date: 09/12/13

(b) (5)





On Fri, Oct 18, 2013 at 8:03 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Lisa



(b) (5)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 18, 2013, 8:02:39 AM EDT
To: NCD-Staff <NCD-Staff@ncd.gov>
Subject: Teleworking...

All,

I will be teleworking today.

Sylvia

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
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https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/17/2013 12:57:36 PM
Subject: laptop

Lisa

(b) (5)

Thanks.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 1:13:10 PM
Subject: Fwd: Leave slips w/e 09/20 and 09/27

(b) (5)

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013, 1:07:36 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Leave slips w/e 09/20 and 09/27

Rebecca,

I need your leave slips for the entire duration of your absence. Please forward.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 30, 2013 12:57 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: Fwd: Leave slips w/e 09/20 and 09/27

Attached are my leave slips for the week ending the 20th and the week ending the 27th.

Rebecca

Sent from my iPad

Begin forwarded message:

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 9/18/2013 5:16:50 PM
Subject: RE: Your assistance

It's all on the comp sheets. I'll get something drafted by the Chair and to you tomorrow.

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Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 18, 2013 4:59 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

The letter just needs to say that you are approved to have the biweekly cap lifted from this date to this date. It would be good to include something about why it is being lifted. It could simply say that you had to work a special project the required you to work additional comp time or something like that.

For the timecard I just need something that shows what days you need to have the comp time added and how many hours to add. If that is all on the comp sheets then I can use those.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Sep 18, 2013 at 3:54 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Are the timecards different than the comp sheets?

I'll get a letter signed off by the Chair. Does the letter need to be project specific or general?

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Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 18, 2013 4:53 PM

To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Rebecca,

We would just need the timecards that need to be processed so we can load them for you. As I mentioned before though without some kind of letter signed off by someone at the agency to lift the biweekly pay cap your comp time would be cut back.

Bradley Kliethermes
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On Mon, Sep 16, 2013 at 12:48 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I'm growing in concern since next Thursday is my last day scheduled in the office. Do we have an update as to what you need from me (and/or my supervisor, the Chair) to process my comp time?

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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Rebecca Cokley
Sent: Thursday, September 12, 2013 12:25 PM
To: 'Brad Kliethermes - BCEC'

Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: RE: Your assistance

Brad

(b) (6)

So what are my next steps? Do I need to have my boss, the chairperson, write you a list of the specific tasks he approved me working over 4 hours on per pay period, and then you can process this? If so, I can get this to you first thing in the morning.

Please advise.

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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [<mailto:bradley.kliethermes@gsa.gov>]
Sent: Wednesday, September 11, 2013 4:04 PM

To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Not working there for the whole year is how you could get more comp time by having the biweekly cap lifted and then as long as your salary and premium pay for the year doesn't go over the cap you are ok.

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On Wed, Sep 11, 2013 at 2:16 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

Would it make a difference that as of the end of the calendar year I wouldn't have worked at NCD for a 26 Bi-weekly salary period? I started back in April.

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Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 2:27 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Rebecca,

I left David and Lisa on this in case they have other input that might show you don't fall under this rule or might be able to help in figuring out of the biweekly cap could be lifted in order to allow for the comp time to be fully earned. The below link will take you to the OPM site with the rules on capping premium pay.

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/#url=Biweekly-Pay-Caps>

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On Wed, Sep 11, 2013 at 11:21 AM, Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov> wrote:
Basically whoever has the authority in your agency to approve your hours. I have briefly looked at your pay and it looks like with your regular pay you should still be able to earn about 4 hours of comp time in a pay period.

Bradley Kliethermes
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On Wed, Sep 11, 2013 at 10:39 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

What would that need to look like? Should it come from the head of the agency (the chair)?

Rebecca

Sent from my iPhone

On Sep 11, 2013, at 11:33 AM, "Brad Kliethermes - BCEC" <bradley.kliethermes@gsa.gov> wrote:

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes
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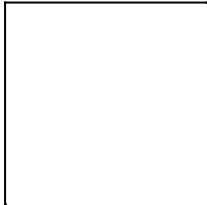
On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Menifee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

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Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6156 - Release Date: 09/11/13

No virus found in this message.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 9/12/2013 9:42:28 AM
Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Rebecca Cokley
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Website: <http://www.ncd.gov>

From: Sylvia Menifee
Sent: Thursday, September 12, 2013 9:32 AM
To: Jeff Rosen
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Jeff,

This is my last email on the subject as well. Please note that I have always conducted myself appropriately in the workplace. Proper conduct in an agency applies to all employees from the top down. The issue in NCD is staff's refusal to follow laws, regulations and procedures and I refuse to participate in these wrongdoings and because of that I am constantly harassed.

There also appears to be double standards in the agency as continuous acts of misconduct by other staff is reported and no action is taken.

Sylvia

From: Jeff Rosen
Sent: Thursday, September 12, 2013 8:44 AM
To: Sylvia Menifee
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia -

You are correct that my actions speak for itself and I am honored President Obama provided me the opportunity to serve following a thorough vetting.

I am engaging with you in this exchange to make clear that we will decisively address any conduct issues by agency personnel.

The choice for you has been open all along, conduct yourself appropriately and we move forward with the agency's

work.

This is the last email I will write on this subject, unless you have any specific questions. We have important work to do that we weren't able to complete yesterday.

-Jeff

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 8:23 AM
To: Jeff Rosen
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley; Sylvia Meniffee
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Jeff,

I am very shocked and disheartened by your comments and serious false allegations to me and others as the NCD Chair and agency head.

Your documented history of misconduct at NCD which led to your resignation speaks for itself as well as your DUI charge, probation and participation in alcohol rehab.

Further, please note that I will be forwarding your email to the appropriate authorities under the Whistleblower Protection Act.

Have a good day,
Sylvia

From: Jeff Rosen
Sent: Thursday, September 12, 2013 7:44 AM
To: Sylvia Meniffee; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia -

Your comments are noted.

Your conduct at NCD and your past history with other agencies speaks for itself. We will move forward to do what is appropriate for the agency and its personnel.

-Jeff

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 7:28 AM
To: Jeff Rosen; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley; Sylvia Meniffee
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

All,

As a person with a disability I find the comments from the Chair to be demeaning, accusatory and humiliating for being out of the office ill due my disability. I take less sick leave than anyone in office and no other staff member to include the ED is expected to give "advance caution" for being sick. I work extremely hard for the agency, performing the budgetary duties of three and I do not deserve to be treated

this way with personal attacks for being ill due to my disability.

I was so ill on Monday that I had a difficult time exiting the metro train which really scared me. Nonetheless I managed to make my way to the office and put in a full days work of three.

I work constantly in pain (*which Rebecca is aware of, per a note from my doctor*) just for the mission...placing the needs of the agency above my own health and the appreciation is a humiliating email for being ill. It is impossible for one, especially a person with a disability to give advance caution of being sick. I was never treated this way by the previous Chair and I request that it cease immediately. Thank you.

V/r,
Sylvia

From: Jeff Rosen
Sent: Wednesday, September 11, 2013 11:40 AM
To: Gary Blumenthal; Sylvia Menifee; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary -

We are very sorry about your wasted trip to DC. We only learned about Sylvia's absence this morning with no advance caution from her. I asked her if she was available by phone today but she has not responded which has been a conduct pattern for her.

Nevertheless we appreciate your continued commitment to NCD. Going forward, we will take steps to ensure that you nor any other Council member is again placed in this type of situation.

-Jeff

From: Gary Blumenthal
Sent: Wednesday, September 11, 2013 11:31 AM
To: Sylvia Menifee; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley; Jeff Rosen
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia, Please Cancel the meeting with the Auditor tomorrow. I lost most of today when we could not meet and don't know if you'll be here tomorrow. Rather than risk it, I'm going home this afternoon.

Also I've asked Stacey to cancel the attached hotel reservation. Can you talk with the hotel to get them to not charge us for the night.

Let's reschedule the auditor meeting for later this month.

Thank you.

Gary

From: Sylvia Menifee
Sent: Tuesday, September 10, 2013 5:29 PM
To: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'

Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary,

Below is your lodging reservation for tomorrow, Sept 11.

Thank you,

Sylvia Meniffee

Director of Administration
National Council on Disability
1331 F Street, NW, Suite 850
Washington, DC 20004
Ph: 202-272-2113
Fax: 202-272-2022
smeniffee@ncd.gov

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From: 'JW Marriott Hotels & Resorts Reservation' [<mailto:reservations@jwmarriott.com>]

Sent: Tuesday, September 10, 2013 5:22 PM

To: Sylvia Meniffee

Subject: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013



JW Marriott Washington, DC 1331 Pennsylvania Avenue NW,
Washington, District Of Columbia 20004 USA Phone: 1-202-393-2000 Fax: 1-202-626-6991



Reservation for GARY BLUMENTHAL

Confirmation Number: 88990979

Check-in: Wednesday, September 11, 2013 (04:00 PM)

Check-out: Thursday, September 12, 2013 (12:00 PM)

Modify or
Cancel
reservation



View hotel website



Maps & Transportation

Reservation Reminder

Dear **GARY BLUMENTHAL**,

Your reservation #88990979 at the JW Marriott Washington, DC begins soon. We're excited you'll be visiting and are preparing for your stay.
JW Marriott Washington, DC

Not a Rewards member? See what you are missing.

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About Your Destination



Weather

As reported September 10 3:20 PM

September 11  Sunny
Hi: 95F/35C
Low: 75F/24C

September 12  Isolated T-Storms
Hi: 91F/33C
Low: 68F/20C

September 13  Partly Cloudy
Hi: 78F/26C
Low: 55F/13C

[View a 10-day forecast](#)

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[Things to do](#)

[Business Essentials](#)

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Reservation Details

Confirmation Number: 88990979

Your hotel: JW Marriott Washington, DC

Check-in: Wednesday, September 11, 2013 (04:00 PM)

Check-out: Thursday, September 12, 2013 (12:00 PM)

Room type: Guest room, 1 King or 2 Double

Number of rooms: 1

Guests per room: 1

Guest name: GARY BLUMENTHAL

Reservation confirmed: Tuesday, September 10, 2013 (21:21:00 GMT)

Guarantee method: Credit card guarantee, Visa

Special request(s):

• 1 King Bed, Sold Out/Not Guaranteed

Summary of Room Charges	Cost per night per room (USD)
Wednesday, September 11, 2013 - Thursday, September 12, 2013 (1 night)	226.00
Govt/military rate, federal government ID required, see Rate Rules	
Estimated government taxes and fees	32.77
Total for stay (for all rooms)	258.77
Valet parking, fee: 49.56 USD daily	
Changes in taxes or fees implemented after booking will affect the total room price.	

You may [modify or cancel your reservation online](#) (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our [worldwide telephone numbers](#).

[Contact us](#) if you have questions about your reservation.

Canceling Your Reservation


You may cancel your reservation for no charge until Tuesday, September 10, 2013 (1 day[s] before arrival).

Please note that we will assess a fee of 258.77 USD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

Modifying Your Reservation

Please note that a change in the length or dates of your reservation may result in a rate change.



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Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

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If you have received this email in error, [please let us know](#).

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Version: 2012.0.2242 / Virus Database: 3222/6159 - Release Date: 09/12/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/31/2013 11:30:00 AM
Subject: Fwd: Temp Appt. Extension (3rd Request)

Wow.

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 31, 2013 at 11:17:59 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Temp Appt. Extension (3rd Request)

Rebecca,

I'm very offended by your email. For the past few months I have either come to you or gone to Jeff regarding how rudely and abusive you and others speak to me in email and no action has been taken to date nor have you or Jeff addressed the issues. If you recall on September 30, in the presence of witnesses you rudely slammed the phone down in my ear which is documented.

Courtesy and professionalism goes both way. If I have been unprofessional or discourteous to you in email please provide me the date and time of the incident, the method of communication and supporting documentation to support the serious false allegation against me.

Your request to advise you what other assignments that I intend to give Chanda is discriminatory and retaliatory and you have never made such a request to the white managers and staff to include Nick Rushizky who has documented performance issues.

I'm a GS-15 Director who possess more experience and qualifications than anyone in the agency and I deserve to be treated with respect and equal to my white peers. If you do not want to keep Chanda due to your personal feelings against me, we will let her go and the work will not get accomplished and will be reported to the auditor's for yet another internal control/audit violation based on you and Jeff's decision and the high risk status that you have placed the agency in.

Have a good day!
Sylvia

From: Rebecca Cokley
Sent: Thursday, October 31, 2013 10:49 AM
To: Sylvia Jones
Subject: Re: Temp Appt. Extension (3rd Request)

Mrs. Jones,

In addition to answering and responding to telephone calls and inquiries from constituents, what other assignments do you intend to give Chanda? Also remember that I am expecting you to remain professional and courteous when responding to me, as your supervisor. Thank you.

Rebecca

Sent from my iPad

On Oct 31, 2013, at 8:46 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

Rebecca,

This is my 3rd documented request to you seeking a response on the extension for temp employee Chanda Bethea. You read the email that I sent to you yesterday at 9:14 a.m., however you did not respond back to me. As you know, Stacey Brown's 14-day suspension starts tomorrow and if Chanda Bethea is not extended it will further cripple my team as I will have no staff onboard which will affect work being done to include answering and responding to telephone calls and inquires from constituents. It will also be another internal control/audit issue that I will have to report due to an inadequate level of staff resources. We are also approaching the holiday season and having Chanda on staff will be a needed support due staff leave.

You and Jeff's recommendation to realign the Financial Analyst and Administrative Specialist positions (non-budget position) has severely impeded the work of office and placed the agency's internal controls in a high-risk status.

I would also like to note that you did not hesitate to keep Nick Rushizky, a white male on staff despite performance issues and his lack of required credentials. Chanda Bethea has been a great asset to team and as the Director of Administration I would like to keep her on staff until January 3, 2014.

Since this is my third request an immediate response is requested.

Sylvia

From: Rebecca Cokley
Sent: Wednesday, October 30, 2013 9:20 AM
To: Sylvia Jones
Subject: Read: FW: Temp Appt. Extension (2nd Request)

Your message

To: Rebecca Cokley
Subject: FW: Temp Appt. Extension (2nd Request)
Sent: Wednesday, October 30, 2013 9:14:09 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Wednesday, October 30, 2013 9:20:55 AM (UTC-05:00) Eastern Time (US & Canada).

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/3/2013 1:48:46 PM
Subject: FW: FW: Administation and Audit Meeting Minutes

(b) (5)

Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 12:48 PM
To: Jonathan Kuniholm; Rebecca Cokley
Cc: Kamilah Martin-Proctor; Pam Holmes; Ari Neeman; Lynnae Ruttledge; Jeff Rosen; Robyn Powell
Subject: RE: FW: Administation and Audit Meeting Minutes

Mr. Kuniholm,

Per the NCD Financial Policy and Procedures Manual approved the Executive Committee on September 12, 2013...The Audit and Finance Committee has the responsibility to: **Establish procedures for the confidential, anonymous submission by employees of the Council of concerns regarding questionable accounting or auditing matters.**

By you attaching Rebecca Cokley, Jeff Rosen and Robyn Powell to this email thread you violated my rights to confidentiality over the auditing matters I addressed in email before the committee. The A&F Committee is supposed to foster a safe channel for staff to report accounting, auditing and internal control violations. I recommend that you read and become familiar with NCD Financial Policy and Procedures Manual.

Thank you,
Sylvia

From: jonathan.kuniholm@gmail.com <jonathan.kuniholm@gmail.com> on behalf of Jonathan Kuniholm <jfk3@duke.edu>
Sent: Tuesday, December 3, 2013 12:08 PM
To: Sylvia Jones; Rebecca Cokley
Cc: Kamilah Martin-Proctor; Pam Holmes; Ari Neeman; Lynnae Ruttledge; Jeff Rosen; Robyn Powell
Subject: Re: FW: Administation and Audit Meeting Minutes

Rebecca
Please clarify what, if any, responsibilities Ms. Jones retains that fall under the oversight of this committee.
Thanks,
Jon
| Dear Audit and Finance Committee,

The purpose of this email is notify you that it was brought to my attention on yesterday that Rebecca Cokley and Jeff Rosen removed me as the point of contact for NCD's 2013 Audit and made a request of the Auditor's to cease contact with me. This information was not communicated to me by the Executive Director **or** the Audit and Finance Chair.

I was also made aware that on November 20, 2013 NCD management to include the former Audit and Finance Chair Gary Blumenthal met with Auditors and excluded me from the meeting as the Director of Administration despite my position playing a key role in the audit process.

It is my belief that both acts were intentional acts of retaliation to influence the outcome of the audit due to protected disclosures that I've made to government officials under the Whistleblower Protection Enhancement Act of 2012. This is email is also a note for the record to document that I have informed the appropriate agency officials of both incidents.

Thank you,
Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 4:56 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Administation and Audit Meeting Minutes

Rebecca,

It was brought to my attention this afternoon that you and Jeff Rosen removed me as the audit point of contact and requested the auditor's to cease contact with me. Can you please advise me under what authority you used to remove me from the audit process as the Director of Administration. My position has a key role in the process and this act is alarming.

You also neglected to inform me of this action which demonstrates more retaliation for protected disclosures as a whistleblower and I will be reporting this action to the appropriate authorities. I'm also still awaiting a copy of the minutes.

Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 9:17 AM
To: Rebecca Cokley; Jonathan Kuniholm
Cc: Sylvia Jones
Subject: Administation and Audit Meeting Minutes

Rebecca/Jon,

It has come to my attention that Gary Blumenthal traveled to DC for an administration and audit meeting on November 20. As Director of Administration I was not invited to this meeting and would like a copy of the meeting minutes and Gary's travel approval.

In the meantime could please advise me the purpose of the meeting, the location and the name of the attendees.

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/21/2013 12:41:20 PM
Subject: Fwd: Sylvia's Husband

Lisa

Below is the email I got from Robyn. I also received a phone call from Nick (IT subcontractor).

Rebecca

Sent from my iPad

Begin forwarded message:

From: Robyn Powell <RPowell@ncd.gov>
Date: September 30, 2013, 11:23:13 AM EDT
To: Jeff Rosen <jrosen@ncd.gov>, Rebecca Cokley <rcokley@ncd.gov>
Subject: Sylvia's Husband

Hi Jeff and Rebecca,

Staff have informed me that a man (assumedly Sylvia's husband) has been in Sylvia's office for several hours with her and that they have overheard what sounds like papers being ripped. I wanted to let you know, as this seems inappropriate.

Thanks,
Robyn

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/6/2013 5:39:22 PM
Subject: Fwd: travel arrangements for the Council

As per the email chain below Sylvia was asked to reach out to the hotel to make arrangements for the rescheduled meeting and agreed to do so. However we learned today that she did not and the hotel we originally has a room block at pre-furlough is sold out.

We have a council member going ahead and securing a hotel but I wanted to make you aware.

Rebecca

Sent from my iPhone

Begin forwarded message:

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Date: October 30, 2013 at 8:47:40 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: Re: travel arrangements for the Council

Rebecca,

Let's talk when you have a moment.

On Wed, Oct 30, 2013 at 8:38 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
FYI

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 30, 2013, 8:35:21 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: travel arrangements for the Council

Rebecca,

As you are aware the Administrative Specialist, GS-09 position is responsible for coordinating, arranging and scheduling travel requests, reserve airline flights, hotel and car rental for staff and members. Per you and Jeff's recommendation to the EC this position was realigned under you for supervision which makes you responsible.

As a courtesy to the board, I will take care of this arrangement to include Chester and John's hotel but will not be able to take on additional requests as it is an internal control violation (segregation of duties) and is burdensome to me performing my assigned duties.

Please forward me a list of attendees for this meeting. It's up to you as to when members can start making flight arrangements.

Sylvia

From: Rebecca Cokley
Sent: Wednesday, October 30, 2013 8:06 AM
To: Sylvia Jones
Subject: travel arrangements for the Council

Mrs. Jones

The Council meeting in Kansas has been rescheduled for December 4-5. Travel dates should be the 3rd and the 6th. Some members will be leaving on the 5th, others will stay for the CMS forum we're hosting on the afternoon of the 5th, and will necessitate flying out on the 6th. Please reach out to the hotel and let me know once members are able to start making flight arrangements.

Thank you.

Rebecca

Sent from my iPad

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/30/2013 2:21:30 PM
Subject: Fwd: Julie

This is from Dr. Hawkins who was the acting head of the policy team, and therefore Julie's supervisor.

Rebecca

Sent from my iPad

Begin forwarded message:

From: DrGerrie Hawkins <DHawkins@ncd.gov>
Date: October 30, 2013, 11:10:04 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Julie

Good Day.

Yes, her doctor sent the information via fax on September 23, 2013. I provided to Sylvia (placed in a folder and slid it under her door).

Dr. Gerrie-Drake Hawkins (Ph.D.), Senior Policy Analyst (202)-272-2116 (voice); 272-2074 (TTY)
National Council on Disability, Washington, DC www.ncd.gov; <http://www.facebook.com/NCDgov>

From: Rebecca Cokley
Sent: Wednesday, October 30, 2013 9:02 AM
To: DrGerrie Hawkins
Subject: RE: Julie

Do we have documentation on this from Julie's physician?

Rebecca

From: DrGerrie Hawkins
Sent: Thursday, September 26, 2013 7:18 AM
To: NCD-Staff
Subject: FW: Julie

From: DrGerrie Hawkins
Sent: Thursday, September 26, 2013 7:04 AM
To: NCD Staff Calendar
Subject: Julie

Good morning,
Effective September 23, 2013, our team member Julie Carroll will be out indefinitely.
Please refer matters associated with her policy projects to me.
Thank you,
Gerrie
Acting Director of Policy

Dr. Gerrie-Drake Hawkins (Ph.D.), Senior Policy Analyst (202)-272-2116 (voice); 272-2074 (TTY)
National Council on Disability, Washington, DC www.ncd.gov; <http://www.facebook.com/NCDgov>

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/23/2013 11:37:12 AM
Subject: Fwd: Server key

(b) (5)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 23, 2013, 8:42:54 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Server key

Rebecca,

Your statement that "you are not aware of any performance problems with (b) (6) is false." In fact, issues were discussed about (b) (6) poor performance during our meeting with Gary on August 5.

Nonetheless, as the ED you have made the decision to disregard federal laws, regulations, internal control and risks to the agency by instructing me to provide (b) (6). As the Director of Administration I did my duty by reporting the issue. Please advise (b) (6) (b) (6)

On a different note: since you elected not to comply with leave policy, as the ED please advise me how staff are to determine the days you are at work?

Sylvia

From: Rebecca Cokley
Sent: Tuesday, October 22, 2013 12:06 PM
To: Sylvia Jones
Subject: Server key

Mrs. Jones

As I stated to you in a previous email, I am not aware of any performance problems with (b) (6). As your supervisor I am again instructing you to provide (b) (6)

And since you indicated to me that you're leaving at noon, please fill out and email me a leave slip.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/21/2013 11:51:56 AM
Subject: FW: NCD 4th Qtr. Fluctuation Analysis

Lisa

(b) (5)

Rebecca

From: Sylvia Jones
Sent: Thursday, November 21, 2013 9:05 AM
To: Rebecca Cokley
Cc: Jonathan Kuniholm
Subject: FW: NCD 4th Qtr. Fluctuation Analysis

Rebecca,

Yesterday afternoon at 4:50 pm I reach out to you requesting additional information for submission of the subject analysis to OMB and at the close of business I was still awaiting a response from you.

This morning I was informed by Mark Whittemore that you sent him comments on fluctuation analysis and granted him the authority to upload the final version of the analysis to the MAX community. This is very troubling to me as this is one of my duties and you intentionally excluded me from the email communication and have now remove yet another one of my duties.

I try really hard to work with you as a professional and you continue to operate behind my back which has led to internal control and audit issues in the agency. The previous Executive Director kept me in the loop on all budgetary and operational matters.

In an effort for me to successfully and professionally carry out my assigned duties and for accountability purposes, it would be helpful for me to know what budgetary functions and authorities I still have and those you have removed from me.

I copied Mr. Kuniholm to this email **only** due to his role as the A&F Chair. Jon - if you believe this is an email that you need to share with the attorney's, please feel free to do so as I will be reporting this act to the appropriate authorities as well.

Sylvia

From: Mark Whittemore - BCED <mark.whittemore@gsa.gov>
Sent: Thursday, November 21, 2013 7:50 AM
To: Sylvia Jones
Cc: Julianne White; Rebecca Cokley
Subject: Re: NCD 4th Qtr. Fluctuation Analysis

Good morning Sylvia,

Rebecca actually was able to provide me some comments and granted me the authority to upload the final version of the fluctuation analysis to the MAX community. This has been completed as of this morning.

Thanks and have a great day!

Mark Whittemore, CGFM, CFE

Accountant

General Services Administration (GSA)

External Services Branch (BCED)

mark.whittemore@gsa.gov

1500 E. Bannister Road

Kansas City, MO, 64131

Phone: 816-823-4581

Fax: 816-926-3642

On Wed, Nov 20, 2013 at 4:06 PM, Sylvia Jones <sjones@ncd.gov> wrote:

Hi Mark,

NCD comments on the 4th Qtr. Fluctuation Analysis were due to you by cob today. Please note that I am awaiting clarification information from Rebecca before I can submit. I hope to get the comments and the report back to you by or before noon tomorrow.

Thank you,
Sylvia

From: Mark Whittemore - BCED <mark.whittemore@gsa.gov>

Sent: Wednesday, October 30, 2013 4:30 PM

To: Sylvia Jones

Cc: Julianne White; Rebecca Cokley

Subject: NCD 4th Qtr. Fluctuation Analysis

Good afternoon Sylvia,

I am attaching the Fluctuation Analysis for you to review and comment on. Please provide comments by **COB November 20, 2013**. I will then prepare the reports that you need to submit to OMB. Per OMB Circular A-136 you are required to submit this report. A few points that the circular states are:

* The analysis should be only on the significant variances between the current quarter and the same quarter from the prior year. Management has discretion on what constitutes a significant variance. Do not provide variances for each line item, but only the top three line items with significant fluctuations from the prior year.

* If a financial statement does not have significant variances between the comparative periods, then note that in the analysis.

If you know your criteria that you would like to set for what constitutes a significant variance, please let me know. For example, you can set your criteria for a certain percentage change or even by the dollar amount change.

I need you to determine which lines in the Fluctuation Analyses constitute a significant variance. This is up to you for what you determine to be significant. **Please insert your comment on the spreadsheet for the line items you determine to be a significant variance and return the worksheet to me.** The comment needs to be a simple statement as to why there is a variance. I will then prepare the Fluctuation Analysis Report. As noted in the circular, if you determine a financial statement to not have a significant

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 9/30/2013 10:40:32 AM
Subject: (b) (6) travel

Ms. Jones,

The following is an email I received from Scott Royster a travel expert at GSA.

As you can clearly see, he believes that our constructive authorization of (b) (6) travel is sufficient to pay him for the expenses incurred.

This is a direct order, failure to follow this order could result in disciplinary action.

You are to process (b) (6) travel by COB 9/30/2013 or to provide me in writing with the law, rule or regulation that prohibits such payment by that same time.

"I have reviewed the additional information you provided and it appears that both a contract increase and travel expenses were authorized by NCD. I have verified with our travel folks and looked at the FTR. An agency can pay the travel expenses for a contractor through an invitational travel order (authorization). In this case, the travel order was not prepared, but the "authorization" was intended through the email approval.

Invitational travel orders can be prepared now and then the travel voucher can be filed. Generally, the authorization should be executed prior to the travel, but there are circumstances when the authorization is prepared late. I would add a note to the authorization that the travel was approved by email on xxx (date) and attach a copy of the email. Once that's done, then (b) (6) can file a travel voucher for reimbursement of his expenses"

Thank you.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 11/19/2013 2:50:42 PM
Subject: documentation

Sylvia still has not sent me her performance self-assessment that was originally due Sept 19th.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/5/2013 12:41:00 PM
Subject: email question

(b) (5)

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/5/2013 3:33:08 PM
Subject: FW: Hiring Process for (b) (6)

FYI

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Thursday, December 05, 2013 2:31 PM
To: Rebecca Cokley
Cc: Anne Sommers; Sylvia Jones
Subject: RE: Hiring Process for (b) (6)

Rebecca,
Your direct order is unclear and it appears that you based this direct order solely on input from Anne Sommers, an apparent physically disabled Caucasian female. However, you neglected to get input from me, and a non-apparent physically disabled black female to find out what was actually going on.

I'm sure Anne Sommers neglected to inform you that she stalled the process and it's her duty as the hiring official to contact (b) (6) and update him on the process.

On a daily basis I am unlawfully forced and threatened to cater to the needs of the white physically disabled staff and at the same time I am overlooked and continuously disrespected which you are aware of, participate in and refused as the Executive Director of the National Council on Disability to take no action to correct. There are two sides to every story and my input is never requested or included. It's obvious that you spoke with Anne Sommers but you never inquired with me on the status which is a clear act of discrimination.

The direct order should be issued to Anne Sommers to follow correct policies and procedures.

Please provide clarification...

Sylvia

with Ms. Sommers and call (b) (6) by COB today outlining the process going forward. If we need to make adjustments to his start date because of the process, then please do so.
Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/5/2013 2:39:32 PM
Subject: FW: Eric's start date

Lisa

(b) (5)

(b) (5)

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Anne Sommers
Sent: Thursday, December 05, 2013 1:13 PM
To: Rebecca Cokley
Subject: FW: Eric's start date

Rebecca,

It has been 2.5 months since we interviewed (b) (6), and I remain very concerned we may lose him as our hire if the hiring process is unnecessarily lengthened and we do not communicate with him timely. Please see the email chain below. I understand from Ms. Jones's email that she has many priority items right now. However I'd greatly appreciate your consideration of prioritizing this item on Ms. Jones's workload and requesting that she work with me to talk to (b) (6) together so we're not sending mixed or tardy or no messages to him right now.

I appreciate your thoughts. Thanks.

Anne

From: Anne Sommers
Sent: Thursday, December 5, 2013 1:08 PM
To: Sylvia Jones
Subject: RE: Eric's start date

Hi Sylvia,

I will double check with (b) (6) before you take that step with GSA. Please hold off until I can call him.

However, I believe I have been clear and consistent about Eric's request to post a month's notice at his current employer. When we talked about December 29 as a start date, you are right, it was quite a while back....when that start date was far more than a month's worth, to provide the time needed for you to process paperwork with GSA, to have him go through clearance, to issue a formal offer, then give him that month's worth of time to provide the notice he requested. It's obviously been many weeks since that conversation, making December 29 no longer an appropriate time frame. He will not post notice until he has a firm offer from us, which I understood from you was to come at the end of the clearance process, which was to be started this week.

I will contact Eric at the next break here to see if he can start in late December, but I don't believe he can. If I know when he may get his letter, I can accurately project his start date. I understand that you are very busy right now. However, this is a very high priority, and I'll let Rebecca know where we are in the process, so we can keep this queued up for completion in the very near term.

What would help is getting a very clear overview of the process -- and having you, as our HR expert, update Eric. Would you be willing to do a call with him with me tomorrow? I will arrange it if you are willing. He has been very patiently waiting and I don't feel our coordination is as good as it could be in communicating to him timely.

So again, please don't contact GSA until I confirm with Eric that he cannot start December 30, though I don't believe he can.

I'll write again today once I speak with Eric.

Thanks,
Anne

From: Sylvia Jones
Sent: Thursday, December 5, 2013 12:05 PM
To: Anne Sommers
Cc: Sylvia Jones
Subject: RE: Eric's start date

Hi Anne,

Today is the first time you've communicated a January start date to me. When I inquired about Mr. (b) (6) starting in January a while back you were firm with the December 29 start date.

Today, I sent forth Mr. Buehlmann's signed SF-52 and draft offer letter to GSA with a starting date of December 29, reporting on Dec 30. The last minute changes are causing an unnecessary workload burden on me; and as you know I am without staff other than Stacey.

I will notify GSA to remove (b) (6) from the Dec 30 orientation list and I will re-do the paperwork when time permits.

Sylvia

From: Anne Sommers
Sent: Thursday, December 5, 2013 11:54 AM
To: Sylvia Jones
Subject: Eric's start date

Hi Sylvia:

Just a reminder that Eric told us during his interview and throughout the process that he will be giving a month's notice to his current employer. Accordingly, his start date will be in January, not December. I don't have the pay calendar in front of me, but I think it's January 12 that makes the most sense.

Thanks,
Anne

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/4/2013 11:03:54 AM
Subject: metro subsidy

Lisa

Sylvia hasn't stopped Julie's metro subsidy, so she's been getting it monthly while on leave. Do you know who I would talk to at GSA about canceling it or putting it on hold until she's back to work.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/12/2013 8:46:18 AM
Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

The latest.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Jeff Rosen
Sent: Thursday, September 12, 2013 8:44 AM
To: Sylvia Meniffee
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia -

You are correct that my actions speak for itself and I am honored President Obama provided me the opportunity to serve following a thorough vetting.

I am engaging with you in this exchange to make clear that we will decisively address any conduct issues by agency personnel.

The choice for you has been open all along, conduct yourself appropriately and we move forward with the agency's work.

This is the last email I will write on this subject, unless you have any specific questions. We have important work to do that we werent able to complete yesterday.

-Jeff

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 8:23 AM
To: Jeff Rosen
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley; Sylvia Meniffee
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Jeff,

I am very shocked and disheartened by your comments and serious false allegations to me and others as the NCD Chair and agency head.

Your documented history of misconduct at NCD which led to your resignation speaks for itself as well as

your DUI charge, probation and participation in alcohol rehab.

Further, please note that I will be forwarding your email to the appropriate authorities under the Whistleblower Protection Act.

Have a good day,
Sylvia

From: Jeff Rosen
Sent: Thursday, September 12, 2013 7:44 AM
To: Sylvia Meniffee; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia -

Your comments are noted.

Your conduct at NCD and your past history with other agencies speaks for itself. We will move forward to do what is appropriate for the agency and its personnel.

-Jeff

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 7:28 AM
To: Jeff Rosen; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley; Sylvia Meniffee
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

All,

As a person with a disability I find the comments from the Chair to be demeaning, accusatory and humiliating for being out of the office ill due my disability. I take less sick leave than anyone in office and no other staff member to include the ED is expected to give "advance caution" for being sick. I work extremely hard for the agency, performing the budgetary duties of three and I do not deserve to be treated this way with personal attacks for being ill due to my disability.

I was so ill on Monday that I had a difficult time exiting the metro train which really scared me. Nonetheless I managed to make my way to the office and put in a full days work of three.

I work constantly in pain (*which Rebecca is aware of, per a note from my doctor*) just for the mission...placing the needs of the agency above my own health and the appreciation is a humiliating email for being ill. It is impossible for one, especially a person with a disability to give advance caution of being sick. I was never treated this way by the previous Chair and I request that it cease immediately. Thank you.

V/r,
Sylvia

From: Jeff Rosen
Sent: Wednesday, September 11, 2013 11:40 AM
To: Gary Blumenthal; Sylvia Meniffee; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley

Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary -

We are very sorry about your wasted trip to DC. We only learned about Sylvia's absence this morning with no advance caution from her. I asked her if she was available by phone today but she has not responded which has been a conduct pattern for her.

Nevertheless we appreciate your continued commitment to NCD. Going forward, we will take steps to ensure that you nor any other Council member is again placed in this type of situation.

-Jeff

From: Gary Blumenthal

Sent: Wednesday, September 11, 2013 11:31 AM

To: Sylvia Meniffee; 'Gary Blumenthal (garyblumenthal@addp.org)'

Cc: Rebecca Cokley; Jeff Rosen

Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia, Please Cancel the meeting with the Auditor tomorrow. I lost most of today when we could not meet and don't know if you'll be here tomorrow. Rather than risk it, I'm going home this afternoon.

Also I've asked Stacey to cancel the attached hotel reservation. Can you talk with the hotel to get them to not charge us for the night.

Let's reschedule the auditor meeting for later this month.

Thank you.

Gary

From: Sylvia Meniffee

Sent: Tuesday, September 10, 2013 5:29 PM

To: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'

Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary,

Below is your lodging reservation for tomorrow, Sept 11.

Thank you,

Sylvia Meniffee

Director of Administration

National Council on Disability

1331 F Street, NW, Suite 850

Washington, DC 20004

Ph: 202-272-2113

Fax: 202-272-2022

smeniffee@ncd.gov

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/27/2013 4:03:44 PM
Subject: Fwd: Automatic reply: The Good Hotel - SF \$160.65 per night

Lisa



Thanks.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 27, 2013, 4:00:04 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: Automatic reply: The Good Hotel - SF \$160.65 per night

I'm currently out of the office and will return on Wednesday, October 30. I will get back to you upon my return to the office.

Thank you,
Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/20/2013 2:17:02 PM
Subject: signed SF-52s and letter
Attachments: SKMBT_60013122012570.pdf
SKMBT_60013122012572.pdf
SKMBT_60013122012574.pdf

Lisa

Attached are the signed SF-52s and a signed copy of the letter Mr. Rosen transmitted to Ms. Jones and her attorneys today.

Happy Holidays,

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>



National Council on Disability

An independent federal agency making recommendations to the President and Congress to enhance the quality of life for all Americans with disabilities and their families.

December 18, 2013

Sylvia Jones
5603 Judicial Drive
Glenn Dale, MD 20679

Dear Mrs. Jones:

This is official notice of my decision on the proposed fourteen (14) calendar day suspension, dated and received by you on November 1, 2013 for: (1) Failure to Follow Supervisor's Instruction, (2) Delay in Carrying Out Assignments, and (3) Misuse of Position. The notice of proposed suspension informed you of your right to reply orally and/or in writing within fourteen (14) calendar days from the date you received the proposal. On November 5, 2013, your representative (Shaw Bransford & Roth, P.C.) requested an extension for you to submit your reply. Consequently, you were granted until November 29, 2013 to provide a reply to the proposed 14 day suspension. On November 29, 2013, your representative provided a written reply to me.

I have carefully considered the proposed suspension, your written reply, applicable Douglas Factors, and all supporting documentation. Based on my review of the aforementioned information, I find that each of the charges are sustained and warrant your suspension for 14 days to promote the efficiency of the service.

With respect to Charge 1, Failure to Follow Supervisor's Instructions, Specification 1, you failed to follow my instructions, as your second level supervisor, in preparing a draft agency shutdown memo. I find your response to this charge to be insufficient. In the email regarding the supervision during Ms. Cokley's maternity leave, I made it clear that the staff managers were to work under the direction of the Council. Ms. Cokley, as your first level supervisor, provided you with a direct order to follow my instructions. GSA legal advised you that you were required to carry out my instructions. In your communications, you based your refusal on me not having authority to give you a direct order. Your misconduct jeopardized the agency's ability to follow OMB directives and preserve the integrity of its operations during the federal shutdown. I find your proffered reasons not to be legitimate and even if any credence was given these reasons, they do not change the fundamental nature of your failure to follow my directives.

With respect to Charge 1, Specifications 2 and 3, again you premised your refusal to follow instructions based on your perception of me not having authority to instruct you. Your response does not refute that you were insubordinate in refusing to follow my instructions. In fact, your written response indicates that you still believe that I do not have the authority to give you direct orders. Your refusal to assist with the DEVIS

contract risked NCD's website going offline which would cut off a critical communication and information source for its constituents. Your refusal to respond to telephone calls or emails during a critical end of FY period risked NCD not being able to reallocate remaining FY funds prior to the expiration of the FY. Your refusal to follow my instructions placed NCD operations in great peril.

With respect to Charge 2, you failed to timely follow up with a critical personnel matter. You then refused to follow instructions from Ms. Cokley or me in processing the telework agreement for Ms. Carroll. You did not offer sufficient rationale for your failure to timely carry out your duty or follow instructions. Your failure caused NCD to be without Ms. Carroll's support during a critical period which NCD was thinly staffed.

With respect to Charge 3, you inappropriately contacted the IT contractor's manager regarding your own FOIA request. This astonishing misconduct is a clear misuse of your position given that you did not discuss this matter with your supervisor before taking that action. Your continuing misconduct with the IT contractor was viewed in light of his reasonable refusal to provide you with requested but inappropriate access to NCD's IT systems, resulting in reassignment of the IT contractor to the ED. You do not provide a sufficient response to refute this charge.

I have carefully considered each of the Douglas factors and your discussion of the Douglas Factors in your written reply. I find your actions to have been intentional and seriously jeopardized NCD operations. NCD has sustained significant fiscal and operational harm as a result of your repeated deliberate refusals to follow instructions. NCD was significantly harmed as a result of your repeated and deliberate refusal to timely carry out your duties. As the Director of Administrator, GS-341-15, you hold a senior position and are responsible for significant management duties in a small staffed agency. Your actions caused NCD significant harm when you refused to follow instructions for no good cause. You continued to engage in your misconduct even though you were repeatedly advised and warned by your superiors and GSA about your obligation to follow the instructions of your supervisors.

In arriving at my decision, I have considered the seriousness of your misconduct. I also considered the fact that you have approximately 24 years of federal service with a satisfactory performance record and no prior disciplinary actions.

In accordance with the above, you are advised that you will be suspended from duty and pay effective January 6, 2014. Your 14 calendar day suspension ends on January 19, 2014. Due to the Federal holiday on January 20, 2014, you are expected to return to work on your next scheduled workday, which will be January 21, 2014.

You have the right to contest the propriety of this action under NCD's Grievance Procedures. If you choose to file a grievance, it must be submitted in writing within 15 calendar days of your receipt of this notice. You may represent yourself or be represented by anyone of your choosing, provided that person is not conflict meets the criteria in Chapter 1, subparagraph 6a of the grievance procedures. With your

immediate supervisor's advanced approval, you will be allowed a reasonable amount of official time to present your grievance to the Deciding Official. This allowance of official time does not extend to the preparation of a grievance.

If you believe this personnel action is based in whole or in part on discrimination because of your race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or retaliation for prior EEO activity, you may file a complaint of discrimination with the Equal Employment Opportunity (EEO) Office, Office of Civil Rights. To initiate this process, you must contact an EEO Counselor within forty-five (45) calendar days of the effective date of this action.

If you are experiencing any problems that may be affecting your conduct, you may always seek guidance through the Employee Assistance Program. You may speak with a counselor by calling 1-800-222-0364. You may also visit them on the web www.foh4you.com to learn more about their services. Please note that the EAP personnel are not GSA employees. This service is free, and the confidential.

You will be notified electronically when the Standard Form 50, Notification of Personnel Action affecting your suspension is processed.

Your signature below does not imply agreement with the contents of this letter. It only receipt. Failure to sign will not void the letter or any of its contents.

(b) (6)

Jeff Rosen
Chairperson
National Council on Disability

ACKNOWLEDGMENT OF RECEIPT

Employee Name

Date

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/18/2013 7:17:12 PM
Subject: Re: Revised Telework Agreement

I'll call you Monday. This afternoon got crazy with kid stuff.

Rebecca

Sent from my iPad

On Oct 18, 2013, at 3:12 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

(b) (5)

On Fri, Oct 18, 2013 at 2:39 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Lisa

(b) (5)

Rebecca

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Friday, October 18, 2013 2:08 PM
To: Rebecca Cokley
Cc: Jeff Rosen
Subject: Re: Revised Telework Agreement

(b) (5)

On Fri, Oct 18, 2013 at 1:31 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

(b) (5)

Rebecca

Sent from my iPad

On Oct 18, 2013, at 9:11 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

> Rebecca,
>
> Please be advised that per HR, I must initiate an SF-52 to change your work schedule from full-time to part-time. I also need you leave slips for your absences.
>
>
> Sylvia
> _____
> From: Rebecca Cokley
> Sent: Thursday, October 17, 2013 7:31 PM
> To: Sylvia Jones
> Cc: Jeff Rosen
> Subject: Fwd: Revised Telework Agreement
>
> Ms. Jones
>
> Please see the attached telework plan, approved by the Chair, and effective today.
>
>
> Thank you
>
> Rebecca
>
> Begin forwarded message:
>

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
[202-708-5377](tel:202-708-5377) fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 3:55:58 PM
Subject: Re: Fwd:

FYI myself, the leg director, and gc all have this.

Sent from my iPhone

On Sep 30, 2013, at 3:49 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Hi Jeff,

Here is the information on Professional Liability Insurance that you requested last week. It is totally your choice. Also thank you for coming back to the office to handle the Sylvia situation.
https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

<OAD 9820-1-Professional Liability Insurance.docx>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/30/2013 1:24:52 PM
Subject: Re: Sylvia's Husband

ok I will call them now.

Sent from my iPad

On Sep 30, 2013, at 1:24 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

Rebecca - Can you ask security to meet me at the lobby at 230? Thanks.
-Jeff

From: Jeff Rosen
Sent: Monday, September 30, 2013 1:21 PM
To: Lisa Brown-Gilmore - CPWA
Cc: Rebecca Cokley; David Allen
Subject: RE: Sylvia's Husband

Ok, I will be there at 230 then.

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Monday, September 30, 2013 1:21 PM
To: Jeff Rosen
Cc: Rebecca Cokley; David Allen
Subject: Re: Sylvia's Husband

Jeff,

(b) (5)

On Mon, Sep 30, 2013 at 1:15 PM, Jeff Rosen <jrosen@ncd.gov> wrote:
Awaiting Lisas counsel here.

-Jeff

From: Rebecca Cokley
Sent: Monday, September 30, 2013 1:10 PM
To: Jeff Rosen
Cc: Lisa Brown-Gilmore - CPWA; David Allen
Subject: Re: Sylvia's Husband

Just got a call from staff...they're seriously getting shook up by everything. Ms. Jones has gone into the offices of both Nick and Anne and accused them of calling me to let me know about her husband being there and is apparently loudly talking about hostile environment, the fact that she's being treated disparately, etc....

RC

Sent from my iPad

On Sep 30, 2013, at 1:07 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

Thanks for the follow up Rebecca.

(b) (5)

From: Rebecca Cokley
Sent: Monday, September 30, 2013 12:30 PM
To: Jeff Rosen
Cc: Lisa Brown-Gilmore - CPWA; David Allen
Subject: Re: Sylvia's Husband

Jeff

to recap: I spoke with Sylvia at 12:15 and after putting me on speakerphone she confirmed that the individual in her office was her husband, and she refused repeatedly to tell me what she was working on, citing that I was on leave and not in a position to ask her. I asked her to call me back after she goes on lunch with her husband and she repeatedly refused, telling me that she didn't need to call me back because I was on leave.

[1-877-437-7411](tel:1-877-437-7411) is the number for the Federal Protective Service

RC

Sent from my iPad

On Sep 30, 2013, at 12:24 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

I checked with some interpreters and no one is available this afternoon.

I'm continuing to look around. Please keep me posted about any developments in the meantime.

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Monday, September 30, 2013 12:15 PM
To: Jeff Rosen
Cc: Rebecca Cokley; David Allen
Subject: Re: Sylvia's Husband

(b) (2)

On Mon, Sep 30, 2013 at 12:01 PM, Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>

(b) (2)

On Mon, Sep 30, 2013 at 11:56 AM, Jeff Rosen <irosen@ncd.gov> wrote:

(b) (2)

Thanks.

-Jeff

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Monday, September 30, 2013 11:53 AM
To: Rebecca Cokley
Cc: David Allen; Jeff Rosen
Subject: Re: Sylvia's Husband

(b) (2)

On Mon, Sep 30, 2013 at 11:34 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Lisa

I've been contacted by 3 staff about this today. What can we do?

RC

Sent from my iPhone

Begin forwarded message:

From: Robyn Powell <RPowell@ncd.gov>
Date: September 30, 2013 at 11:23:13 AM EDT
To: Jeff Rosen <jrosen@ncd.gov>, Rebecca Cokley <rcokley@ncd.gov>
Subject: Sylvia's Husband

Hi Jeff and Rebecca,

Staff have informed me that a man (assumedly Sylvia's husband) has been in Sylvia's office for several hours with her and that they have overheard what sounds like papers being ripped. I wanted to let you know, as this seems inappropriate.

Thanks,
Robyn

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
[202-708-5377](tel:202-708-5377) fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 11:34:26 AM
Subject: Fwd: (b) (6) travel

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013 at 11:21:12 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: (b) (6) travel

Rebecca,

Please be advised that per ethics...when an employee is on leave they are on personal time.

On June 28, 2013 you issued me a direct order to channel my complaints regarding these issues to the appropriate authorities. I adhered to your direct order and reported this issue therefore I am unable to process this action or provide you with any information related to my disclosures.

Furthermore, please note that the Financial Analyst and Administrative Specialist bear the responsibility for processing travel authorizations and travel vouchers. Per Jeff's email on Friday to staff regarding "Staff Realignment" both of these positions reports to you.

As previously mentioned, these types of emails are impeding my workload and the agencies day-to-day operations. You are taking time to issue me direct orders but you did not take time to appoint an interim Executive Director to ensure the continuity of operations within the office continues.

Please cease and desist issuing these types of threatening emails since you are currently not on official duty as they are affecting my disabilities.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 30, 2013 10:40 AM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: (b) (6) travel

Ms. Jones,

The following is an email I received from Scott Royster a travel expert at GSA.

As you can clearly see, he believes that our constructive authorization of (b) (6) travel is sufficient to pay him for the expenses incurred.

This is a direct order, failure to follow this order could result in disciplinary action.

You are to process (b) (6) travel by COB 9/30/2013 or to provide me in writing with the law, rule or regulation that prohibits such payment by that same time.

"I have reviewed the additional information you provided and it appears that both a contract increase and travel expenses were authorized by NCD. I have verified with our travel folks and looked at the FTR. An agency can pay the travel expenses for a contractor through an invitational travel order (authorization). In this case, the travel order was not prepared, but the "authorization" was intended through the email approval.

Invitational travel orders can be prepared now and then the travel voucher can be filed. Generally, the authorization should be executed prior to the travel, but there are circumstances when the authorization is prepared late. I would add a note to the authorization that the travel was approved by email on xxx (date) and attach a copy of the email. Once that's done, then (b) (6) can file a travel voucher for reimbursement of his expenses"

Thank you.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
Date: 9/12/2013 8:42:06 AM
Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

(b) (5)

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Meniffee
Sent: Thursday, September 12, 2013 8:24 AM
To: Jeff Rosen
Cc: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'; Rebecca Cokley; Sylvia Meniffee
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Jeff,

I am very shocked and disheartened by your comments and serious false allegations to me and others as the NCD Chair and agency head.

Your documented history of misconduct at NCD which led to your resignation speaks for itself as well as your DUI charge, probation and participation in alcohol rehab.

Further, please note that I will be forwarding your email to the appropriate authorities under the Whistleblower Protection Act.

Have a good day,
Sylvia

From: Jeff Rosen
Sent: Thursday, September 12, 2013 7:44 AM
To: Sylvia Meniffee; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'
Cc: Rebecca Cokley
Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia -

Your comments are noted.

Your conduct at NCD and your past history with other agencies speaks for itself. We will move forward to do what is appropriate for the agency and its personnel.

-Jeff

From: Sylvia Meniffee

Sent: Thursday, September 12, 2013 7:28 AM

To: Jeff Rosen; Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'

Cc: Rebecca Cokley; Sylvia Meniffee

Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

All,

As a person with a disability I find the comments from the Chair to be demeaning, accusatory and humiliating for being out of the office ill due my disability. I take less sick leave than anyone in office and no other staff member to include the ED is expected to give "advance caution" for being sick. I work extremely hard for the agency, performing the budgetary duties of three and I do not deserve to be treated this way with personal attacks for being ill due to my disability.

I was so ill on Monday that I had a difficult time exiting the metro train which really scared me. Nonetheless I managed to make my way to the office and put in a full days work of three.

I work constantly in pain (*which Rebecca is aware of, per a note from my doctor*) just for the mission...placing the needs of the agency above my own health and the appreciation is a humiliating email for being ill. It is impossible for one, especially a person with a disability to give advance caution of being sick. I was never treated this way by the previous Chair and I request that it cease immediately. Thank you.

V/r,
Sylvia

From: Jeff Rosen

Sent: Wednesday, September 11, 2013 11:40 AM

To: Gary Blumenthal; Sylvia Meniffee; 'Gary Blumenthal (garyblumenthal@addp.org)'

Cc: Rebecca Cokley

Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary -

We are very sorry about your wasted trip to DC. We only learned about Sylvia's absence this morning with no advance caution from her. I asked her if she was available by phone today but she has not responded which has been a conduct pattern for her.

Nevertheless we appreciate your continued commitment to NCD. Going forward, we will take steps to ensure that you nor any other Council member is again placed in this type of situation.

-Jeff

From: Gary Blumenthal

Sent: Wednesday, September 11, 2013 11:31 AM

To: Sylvia Meniffee; 'Gary Blumenthal (garyblumenthal@addp.org)'

Cc: Rebecca Cokley; Jeff Rosen

Subject: RE: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Sylvia, Please Cancel the meeting with the Auditor tomorrow. I lost most of today when we could not meet and don't know if you'll be here tomorrow. Rather than risk it, I'm going home this afternoon.

Also I've asked Stacey to cancel the attached hotel reservation. Can you talk with the hotel to get them to

not charge us for the night.

Let's reschedule the auditor meeting for later this month.

Thank you.

Gary

From: Sylvia Meniffee

Sent: Tuesday, September 10, 2013 5:29 PM

To: Gary Blumenthal; 'Gary Blumenthal (garyblumenthal@addp.org)'

Subject: FW: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013

Gary,

Below is your lodging reservation for tomorrow, Sept 11.

Thank you,

Sylvia Meniffee

Director of Administration

National Council on Disability

1331 F Street, NW, Suite 850

Washington, DC 20004

Ph: 202-272-2113

Fax: 202-272-2022

smeniffee@ncd.gov

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From: 'JW Marriott Hotels & Resorts Reservation' [<mailto:reservations@jwmarriott.com>]

Sent: Tuesday, September 10, 2013 5:22 PM

To: Sylvia Meniffee

Subject: Reminder: Your stay at JW Marriott Washington, DC begins Wednesday, September 11, 2013



JW Marriott Washington, DC 1331 Pennsylvania Avenue NW,
Washington, District Of Columbia 20004 USA Phone: 1-202-393-2000 Fax: 1-202-626-6991

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA](#)
Date: 9/10/2013 12:23:14 PM
Subject: Fwd: Comp Hours

What do you suggest? Sylvia signs the time cards.

Becca

Sent from my iPhone

Begin forwarded message:

From: Stacey Brown <SBrown@ncd.gov>
Date: September 10, 2013, 12:17:17 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Comp Hours

[Rebecca-](#)

Per your request, I will input your comp time hours into the system. However, I am not authorized to sign timecards once I've input the time into the system. If you need further assistance please let me know.

Thanks,

[Stacey](#)

From: Rebecca Cokley
Sent: Tuesday, September 10, 2013 11:19 AM
To: Stacey Brown
Cc: Jeff Rosen; Lynnae Rutledge
Subject: Comp Hours

Stacey,

I am requesting that you input and certify the attached comp hours which were approved by the chairperson and worked by me.

Ms. Menifee has some reservations about these hours and therefore I am requesting that you input them as they are appropriate.

If you have concerns, please feel free to discuss them with me.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6152 - Release Date: 09/10/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/21/2013 12:06:12 PM
Subject: Audit Documentation Issue
Attachments: 6. ICFC Questionnaire.docx
3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx

Below is the first time we were sent the documents listed in the previous emails as those that should have been sent to us in the end of September. Rebecca

From: Sylvia Jones Sent: Friday, October 25, 2013 3:18 PM To: Gary Blumenthal; Jeff Rosen; Rebecca Cokley Cc: claud.e.tinoff@regiscpa.com; Pam Holmes; Ari Neeman; Kamilah Martin-Proctor; Lynnae Rutledge Subject: FW: 3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx All, Attached are the audit documents that I have been waiting to receive: 1) Internal Control Mgmt Tool; and 2) Internal Control Fraud Considerations Questionnaire. Item #1 is to be completed by the A&F Chair and either Rebecca or Jeff. This document is due to me for submission to the auditors before the close of business, Monday Oct 28. Item #2 is to be completed independently by me, Jeff, Rebecca and Gary and sent separately in email to the lead auditor Claude Etinoff. Rebecca is to complete the fraud questions and Jeff and Gary are to complete policies and fraud questions. This document is due as soon as possible and no later than cob Wednesday, Oct 30. Mr. Etinoff's contact informations is as follows: Regis & Associates, PC 1400 Eye Street, NW Suite 425 Washington, DC 20005 Phone: 202-296-7101 Email: Claude.Etinoff@regiscpa.com I have copied Mr. Etinoff to this email for delivery confirmation that you have received the attached docs for completion. Thanks all...and have a good weekend! Sylvia

From: Claude Etinoff <Claude.Etinoff@RegisCPA.com> Sent: Friday, October 25, 2013 2:25:41 PM To: Sylvia Jones Cc: Victor Ahuchogu; Thomas Coyne; Etienne Faye Subject: 3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx Hi Sylvia: Attached is the "Internal Control Management and Evaluation Tool" that is required to be completed by a representative of the Board of Directors, and a member of Senior Management of NCD. This Tool will then be evaluated and combined into a single document to be sent to our GSA point of contact (POC). I have added a comment column for items that will have a "No" answer. In addition, I have also attached an Internal Control Fraud Consideration (ICFC) Questionnaire which includes the SAS 99 fraud questions that also needs to be completed by the Chairpersons of the Board and the Audit and Finance Committee as well as the Executive Director. Please also have these individuals complete this word document also. In addition, please Cc me on the e-mails that are sent out to Jeff, Gary and Rebecca. · Jeff and Gary should complete questions related to Fraud and Policies on the ICFC questionnaire. · You, Sylvia, should complete all 30 questions of the ICFC questionnaire. · If there is a member of the senior management team or on the Board of Directors that is responsible for the IT, have that individual respond to the IT related questions. Please add that individual's name to the e-mail that you will send out for the ICFC questionnaire. · Rebecca should only fill out the questions that are Fraud related (SAS 99) on the ICFC questionnaire. If it is easier for each person to sit with me or a member of the audit team to assist with completing these questions, quickly, we would be happy to have either a conference call or sit with you in the office to complete the document. Please use this e-mail as an attachment when sending out these 2 questionnaires so that I can respond to each person directly, as needed. The ICFC should be sent to my e-mail only since there is sensitive information that each person (s) would be required to answer and document. Regards, Claude Etinoff, CPA

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

The questionnaire below represents AICPA and GAGAS guidance on Fraud considerations and SAS 99 fraud in inquiry. Please answer the questions in the comments section below each question for your area of responsibility.

1	List and describe major financial policies, procedures, or manuals applicable to your Agency. How often are the policies, procedures, or manuals updated or revised?	Policies
Comments		
2	List and describe any written ethical guidelines and/or code of conduct for employees? How is it communicated to all employees?	R
Comments		
3	How does your Agency's culture demonstrate the importance of integrity and ethical behavior?	R
Comments		
4	What actions will management take when there are departures from approved policies, procedures, ethical guidelines, or code of conduct? Are you aware of any such action in the last 12 months?	R
Comments		
5	Are contract personnel subject to policies and procedures created to control their activities by IT function and to protect the Agency's information assets?	IT

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

Comments		
6	Describe the assignment of responsibilities and delegations of authority within your Agency (including responsibilities specific to information systems processing and program development)?	Policies
Comments		
	Describe any written policies and procedures regarding the authorization of transactions.	Policies
Comments		
8	In the past 12 months has any one requested that you: a. Post or become involved with a journal entry (is) that you believe was not properly supported? b. Ignore an error in the financial data?	Fraud
Comments		
9	Describe any structure in place for assigning ownership of data, including who is authorized to initiate and/or change transactions?	Policies
Comments		
10	Describe if your Agency has written job descriptions or reference manuals that inform personnel of their duties (or in the absence of written documentation, do you have adequate communication of job responsibilities and expectations)? If so, how frequent are they updated or revised?	R
Comments		
11	Do the budget, accounting, finance, and IT personnel have the competence and training needed to deal with the nature and complexity of the Agency's business? Please describe in details. How are repeated errors addressed appropriately by changes in personnel or systems?	R

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

Comments		
12	Do budget, accounting and finance personnel have the required technical skills and training to address new or pending accounting or statutory requirements? Are the budget, accounting and information technology departments properly staffed and adequate? Please describe details to support your view.	R
Comments		
13	Describe standards and procedures for hiring, training, motivating, evaluating, promoting, compensating, transferring, or terminating personnel (particularly those in budget, accounting, finance, and information systems)?	R
Comments		
14	What kind of level of coordination between the accounting and IT functions?	IT
Comments		
15	What is the level of turnover of accounting and information technology personnel? Any known or anticipated future employee layoffs and/or recent or anticipated changes to employee compensation or benefit plans?	R
Comments		

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

16	Describe and list any written procedures for establishing and communicating financial and internal control policies and procedures to personnel at decentralized locations?	Policies
Comments		
1	What processes in place in the accounting department to identify significant changes in generally accepted accounting principles promulgated by relevant authoritative bodies and the operating environment, including regulatory changes?	Policies
Comments		
18	Describe how the accounting and IT departments are notified of changes in your Agency's business practices that may affect the method or the process of recording transactions?	IT
Comments		
19	Explain the processes the accounting department has in place to identify significant changes in the operating environment, including regulatory changes?	Policies
Comments		
20	How does IT management communicate its activities, challenges, and risks with the Financial officer, Director or the Executive Director?	IT
Comments		
21	What policies and procedures exist for developing and modifying accounting systems and controls, including changes to and use of computer programs and/or data files?	Policies
Comments		
22	Are there pressures on you or of which you are aware to achieve any particular financial targets or results?	Fraud

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

Comments		
23	Describe what risk assessment processes, including estimating the significance of risks, assessing the likelihood of their occurring, and determining needed actions, have been established?	Policies
Comments		
24	Are you aware of any uncorrected errors that could impact the Costs billed to NCD for the period October 1, 2012 through September 30, 2013?	Fraud
Comments		
25	Is senior management of your Agency aware of any fraud that has been perpetrated or any alleged or suspected fraud? If so, please describe in details.	Fraud
Comments		
26	Is senior management aware of allegations of fraudulent financial reporting?	Fraud
Comments		
2	Is senior management of your Agency aware of allegations of fraudulent financial reporting, for example, because of “whistleblower” or other communications from employees or former employees? If so, please describe in details.	Fraud
Comments		
28	How does senior management communicate to employees its views on business practices and ethical behavior as well as changes in the client's business practices that may affect the method or the process of recording transactions?	Fraud

National council of Disability (NCD)
Internal Control Fraud Consideration (ICFC) Questionnaire
9/30/2013

Comments		
29	Describe any mechanisms in place to anticipate, identify, and react to changes that may have a dramatic and pervasive effect on your Agency.	Policies
Comments		
30	How are Agency-level objectives established and communicated? How are they supported by strategic plans and complemented on a process/application level?	Policies
Comments		

Control Environment		
<u>Integrity and Ethical Values</u>		
	Yes	No
1. The agency has established and uses a formal code or codes of conduct and other policies communicating appropriate ethical and moral behavioral standards and addressing acceptable operational practices and conflicts of interest.		
2. An ethical tone has been established at the top of the organization and has been communicated throughout the agency.		
3. Dealings with the public, Congress, employees, suppliers, auditors, and others are conducted on a high ethical plane.		
4. Appropriate disciplinary action is taken in response to departures from approved policies and procedures or violations of the code of conduct.		
5. Management appropriately addresses intervention or overriding internal control.		
6. Management removes temptation for unethical behavior.		

<u>Commitment to Competence</u>		
1. Management has identified and defined the tasks required to accomplish particular jobs and fill the various positions.		
2. The agency has performed analyses of the knowledge, skills, and abilities needed to perform jobs appropriately.		
3. The agency provides training and counseling in order to help employees maintain and improve their competence for their jobs.		
4. Key senior-level employees have a demonstrated ability in general management and extensive practical experience in operating governmental or business entities.		

<u>Management's Philosophy and Operating Style</u>		
1. Management has an appropriate attitude toward risk-taking, and proceeds with new ventures, missions, or operations only after carefully analyzing the risks involved and determining how they may be minimized or mitigated.		
2. Management enthusiastically endorses the use of performance-based management.		
3. There has not been excessive personnel turnover in key functions, such as operations and program management, accounting, or internal audit, that would indicate a problem with the agency's emphasis on internal control.		
4. Management has a positive and supportive attitude toward the functions of accounting, information management systems, personnel operations, monitoring, and internal and external audits and evaluations.		
5. Valuable assets and information are safeguarded from unauthorized access or use.		
6. There is frequent interaction between senior management and operating/program management, especially when operating from geographically dispersed locations.		

7. Management has an appropriate attitude toward financial, budgetary, and operational/programmatic reporting.		
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<u>Organizational Structure</u>		
1. The agency's organizational structure is appropriate for its size and the nature of its operations.		
2. Key areas of authority and responsibility are defined and communicated throughout the organization.		
3. Appropriate and clear internal reporting relationships have been established.		
4. Management periodically evaluates the organizational structure and makes changes as necessary in response to changing conditions.		
5. The agency has the appropriate number of employees, particularly in managerial positions.		

<u>Assignment of Authority and Responsibility</u>		
1. The agency appropriately assigns authority and delegates responsibility to the proper personnel to deal with organizational goals and objectives.		
2. Each employee knows (1) how his or her actions interrelate to others considering the way in which authority and responsibilities are assigned, and (2) is aware of the related duties concerning internal control.		
The delegation of authority is appropriate in relation to the assignment of responsibility.		

<u>Human Resource Policies and Practices</u>		
1. Policies and procedures are in place for hiring, orienting, training, evaluating, counseling, promoting, compensating, disciplining, and terminating employees.		
2. Background checks are conducted on candidates for employment.		
3. Employees are provided a proper amount of supervision.		

<u>Oversight Groups</u>		
1. Within the agency, there are mechanisms in place to monitor and review operations and programs.		
2. The agency works closely with executive branch oversight organizations.		
3. The agency maintains a close relationship with Congress in general and oversight committees in particular.		

Risk Assessment		
<u>Establishment of Entitywide Objectives</u>		
	Yes	No
1. The agency has established entitywide objectives that provide sufficiently broad statements and guidance about what the agency is supposed to achieve, yet are specific enough to relate directly to the agency.		
2. Entitywide objectives are clearly communicated to all employees, and management obtains feedback signifying that the communication has been effective.		
3. There is a relationship and consistency between the agency's operational strategies and the entitywide objectives.		
4. The agency has an integrated management strategy and risk assessment plan that considers the entitywide objectives and relevant sources of risk from internal management factors and external sources and establishes a control structure to address those risks.		

<u>Establishment of Activity-Level Objectives</u>		
1. Activity-level (program or mission-level) objectives flow from and are linked with the agency's entitywide objectives and strategic plans.		
2. Activity-level objectives are complementary, reinforce each other, and are not contradictory.		
3. The activity-level objectives are relevant to all significant agency processes.		
4. Activity-level objectives include measurement criteria.		
5. Agency resources are adequate relative to the activity-level objectives.		
6. Management has identified those activity-level objectives that are critical to the success of the overall entitywide objectives.		
7. All levels of management are involved in establishing the activity-level objectives and are committed to their achievement.		

<u>Risk Identification</u>		

1. Management comprehensively identifies risk using various methodologies as appropriate.		
2. Adequate mechanisms exist to identify risks to the agency arising from external factors.		
3. Adequate mechanisms exist to identify risks to the agency arising from <u>internal</u> factors.		
4. In identifying risk, management assesses other factors that may contribute to or increase the risk to which the agency is exposed.		
5. Management identifies risks both entitywide and for each significant activity-level of the agency.		

<u>Risk Analysis</u>		
1. After the risks to the agency have been identified, management undertakes a thorough and complete analysis of their possible effect.		
2. Management has developed an approach for risk management and control based on how much risk can be prudently accepted.		

<u>Managing Risk During Change</u>		
1. The agency has mechanisms in place to anticipate, identify, and react to risks presented by changes in governmental, economic, industry, regulatory, operating, or other conditions that can affect the achievement of entitywide or activity-level goals and objectives.		
2. The agency gives special attention to risks presented by changes that can have a more dramatic and pervasive effect on the entity and may demand the attention of senior officials.		

Control Activities		
General Application		
	Yes	No
1. Appropriate policies, procedures, techniques, and mechanisms exist with respect to each of the agency's activities.		
2. The control activities identified as necessary are in place and being applied.		
3. Control activities are regularly evaluated to ensure that they are still appropriate and working as intended.		

<u>Common Categories of Control Activities</u>		
1. Top-Level Reviews - Management tracks major agency achievements in relation to its plans.		
2. Management Reviews at the Functional or Activity Level - Agency managers review actual performance against targets.		
3. Management of Human Capital - The agency effectively manages the organization's workforce to achieve results.		
4. Information Processing - The agency employs a variety of control activities suited to information processing systems to ensure accuracy and completeness.		
5. Physical Control Over Vulnerable Assets - The agency employs physical control to secure and safeguard vulnerable assets.		
6. Performance Measures and Indicators - The agency has established and monitors performance measures and indicators.		
7. Segregation of Duties - Key duties and responsibilities are divided or segregated among different people to reduce the risk of error, waste, or fraud.		
8. Execution of Transactions and Events - Transactions and other significant events are authorized and performed by the appropriate personnel.		
9. Recording of Transactions and Events - Transactions and other significant events are properly classified and promptly recorded.		
10. Access Restrictions to and Accountability for Resources and Records - Access to resources and records is limited and accountability for their custody is assigned.		
11. Documentation - Internal Control and all transactions and other significant events are clearly documented.		

<u>Entitywide Security Management Program</u>		
1. The agency periodically performs a comprehensive, high-level assessment of risks to its information systems.		
2. The agency has developed a plan that clearly describes the entitywide security program and policies and procedures that support it.		
3. Senior management has established a structure to implement and manage the security program throughout the agency, and security responsibilities are clearly defined.		
4. The agency has implemented effective security-related personnel policies.		
5. The agency monitors the security program's effectiveness and makes changes as needed.		

<u>Access Control</u>		
1. The agency classifies information resources according to their criticality and sensitivity.		

2. Resource owners have identified authorized users, and their access to the information has been formally authorized.		
3. The agency has established physical and logical controls to prevent or detect unauthorized access.		
4. The agency monitors information systems access, investigates apparent violations, and takes appropriate remedial and disciplinary action.		

<u>Application Software Development and Change Control</u>		
1. Information system processing features and program modifications are properly authorized.		
2. All new or revised software is thoroughly tested and approved.		
3. The agency has established procedures to ensure control of its software libraries, including labeling, access restrictions, and use of inventories and separate libraries.		

<u>System Software Control</u>		
1. The agency limits access to system software based on job responsibilities, and access authorization is documented.		
2. Access to and use of system software are controlled and monitored.		
3. The agency controls changes made to the system software.		

<u>Segregation of Duties</u>		
1. Incompatible duties have been identified and policies implemented to segregate those duties.		
2. Access controls have been established to enforce segregation of duties.		
3. The agency exercises control over personnel activities through the use of formal operating procedures, supervision, and review.		

<u>Service Continuity</u>		
1. The criticality and sensitivity of computerized operations have been assessed and prioritized, and supporting resources have been identified.		
2. The agency has taken steps to prevent and minimize potential damage and interruption through the use of data and program backup procedures including off-site storage of backup data as well as environmental controls, staff training, and hardware maintenance and management.		
3. Management has developed and documented a comprehensive contingency plan.		
4. The agency periodically tests the contingency plan and adjusts it as appropriate.		

<u>Authorization Control</u>		
1. Source documents are controlled and require authorization.		
2. Data entry terminals have restricted access.		
3. Master files and exception reporting are used to ensure that all data processed are authorized.		

<u>Completeness Control</u>		
------------------------------------	--	--

1. All authorized transactions are entered into and processed by the computer.		
2. Reconciliations are performed to verify data completeness.		

<u>Accuracy Control</u>		
1. The agency's data entry design features contribute to data accuracy.		
2. Data validation and editing are performed to identify erroneous data.		
3. Erroneous data are captured, reported, investigated, and promptly corrected.		
4. Output reports are reviewed to help maintain data accuracy and validity.		

<u>Control Over Integrity of Processing and Data Files</u>		
1. Procedures ensure that the current version of production programs and data files are used during processing.		
2. Programs include routines to verify that the proper version of the computer file is used during processing.		
3. Programs include routines for checking internal file header labels before processing.		
4. The application protects against concurrent file updates.		

Information and Communications		
Information		
	Yes	No
1. Information from internal and external sources is obtained and provided to management as a part of the agency's reporting on operational performance relative to established objectives.		
2. Pertinent information is identified, captured, and distributed to the right people in sufficient detail, in the right form, and at the appropriate time to enable them to carry out their duties and responsibilities efficiently and effectively.		
<u>Communications</u>		
1. Management ensures that effective <u>internal</u> communications occur.		
2. Management ensures that effective <u>external</u> communications occur with groups that can have a serious impact on programs, projects, operations, and other activities, including budgeting and financing.		
<u>Forms and Means of Communications</u>		
1. The agency employs many and various forms and means of communicating important information with employees and others.		
2. The agency manages, develops, and revises its information systems in an effort to continually improve the usefulness and reliability of its communication of information.		

Monitoring		
Ongoing Monitoring		
	Yes	No
1. Management has a strategy to ensure that ongoing monitoring is effective and will trigger separate evaluations where problems are identified or systems are critical and testing is periodically desirable.		
2. In the process of carrying out their regular activities, agency personnel obtain information about whether internal control is functioning properly.		
3. Communications from external parties should corroborate internally generated data or indicate problems with internal control.		
4. Appropriate organizational structure and supervision help provide oversight of internal control functions.		
5. Data recorded by information and financial systems are periodically compared with physical assets and discrepancies are examined.		
6. The Inspector General and other auditors and evaluators regularly provide recommendations for improvements in internal control with management taking appropriate follow-up action.		
7. Meetings with employees are used to provide management with feedback on whether internal control is effective.		
8. Employees are regularly asked to state explicitly whether they comply with the agency's code of conduct or similar agency pronouncements of expected employee behavior.		

<u>Separate Evaluations</u>		
1. The scope and frequency of separate evaluations of internal control are appropriate for the agency.		
2. The methodology for evaluating the agency's internal control is logical and appropriate.		
3. If the separate evaluations are conducted by the agency's Inspector General, that office has sufficient resources, ability, and independence.		
4. Deficiencies found during separate evaluations are promptly resolved.		

<u>Audit Resolution</u>		
1. The agency has a mechanism to ensure the prompt resolution of findings from audits and other reviews.		
2. Agency management is responsive to the findings and recommendations of audits and other reviews aimed at strengthening internal control.		
3. The agency takes appropriate follow-up actions with regard to findings and recommendations of audits and other reviews.		

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/5/2013 12:53:34 PM
Subject: Re: email question

no it's from gmail

Sent from my iPad

On Nov 5, 2013, at 11:50 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

> Can you recall the email

>

> Sent from my iPhone

>

> On Nov 5, 2013, at 11:41 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

>>

>> Rebecca

>>

>> Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/1/2013 12:41:58 PM
Subject: FW: NCD Issues

FYI

From: Sylvia Jones
Sent: Friday, November 01, 2013 12:39 PM
To: Rebecca Cokley
Cc: NCD-Board-Members
Subject: NCD Issues

Rebecca,

I am extremely tired of the harassment from you. Your comment "your failure to respond to my request is a defiance of my authority" is false and slanderous and demonstrates a lack of candor in the workplace.

Knowing that you were in the process of suspending Stacey Brown for misconduct at a critical time in the pay period, in an effort to be proactive I submitted a request to you to extend temp employee Chanda Bethea on October 23. As of October 31, you were non-responsive to my many requests despite being on duty, teleworking and on email. Therefore I sent a third request email pleading with you to respond to my request as Stacey Brown would be out of the office effective today for 14 days.

In an effort to belittle me as a GS-15 Director with 25 years of federal service, in a demeaning manner you questioned me as to what assignments I planned to give Ms. Bethea attempting to give the impression that I was not competent to manage staff. After your demeaning questioning of me and your reluctance to reply it was apparent that you had an issue keeping Ms. Bethea on staff which bewildered me as she had been a great asset to the office. Any time in the past when I requested an extension of Ms. Bethea you responded immediately. This was not case. However as mentioned on yesterday, you did not challenge retaining Nick Rushizky despite performance issues and his lack of required security credentials. You overrode my decision for a replacement contract consultant despite internal control and audit issues.

It is obvious that you have a personal problem with me. This personal problem has affected the productivity and environment of the agency, staff and my disabilities. These issues did not exist prior to your arrival. In fact the agency was running like a "well oiled machine."

To date you and Jeff have given members a very tainted picture of what's really going on in the agency. In June I was in the process of interviewing for a financial analyst and for no apparent reason you and Jeff chose to strip me of my hiring authority. You also removed a non-financial position (Administrative Specialist) from my supervision and per email from Jeff to staff this act was approved by the Council which was troubling because they did not strip the hiring/supervisory authority of my peers and the actions have crippled the agency. As of now there is no financial analyst in sight.

In July I filed a formal complaint of discrimination against the agency through GSA and recently I learned that you have deliberately stalled the investigation by refusing to sign and return a purchase order since September 4, 2013 (almost 2mos).

In closing: since your hire I have received many direct orders to violate laws, regulations and executive orders and threats of removal if I failed to do so. It is obvious that I have a target on my back which is evident by your email on today and the slanderous comment.

At this point if you believe that you have sufficient grounds to remove me from Federal service please move

forward and halt the threats. However, please be mindful of all the illegal activities within the agency and the acts of misconduct involving you and others. Further, if you continue to send me harassing, intimidating and threatening emails without cause or merit I will be filing a civil lawsuit against you individually for workplace bullying and violation of my first amendment rights for censorship.

Until February 2013, the NCD was a very pleasant to work; full of teamwork, camaraderie and a harmonious atmosphere. Now the tension is so thick one can barely breathe.

As a federal employee, it is my right to work in non-hostile work environment free of discrimination and workplace bullying. Your aggressions towards me are unwelcomed, unwarranted and without merit and I request that you cease and desist the acts against me immediately.

Sylvia

From: Rebecca Cokley
Sent: Friday, November 01, 2013 10:53 AM
To: Sylvia Jones
Subject: RE: Temp Appt. Extension (3rd Request)

Mrs. Jones

Your failure to respond to my request is a defiance of my authority. At this point there is no reason for you stop giving Ms Bethea work.

Rebecca Cokley

From: Sylvia Jones
Sent: Thursday, October 31, 2013 12:54 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Temp Appt. Extension (3rd Request)

Rebecca,

I do not plan to give any assignments to Ms. Bethea after November 1.

However I would like to note for the record that you did not challenge retaining Nick Rushizky, a white male despite performance issues and his lack of required credentials; nor did you inquire as to what day to day assignments he would be working on.

The request appears to more harassment and discrimination towards me which I will be report to the appropriate authorities and auditor's to demonstrate the level of discrimination and internal control issues within NCD.

Sylvia

From: Rebecca Cokley
Sent: Thursday, October 31, 2013 11:43 AM
To: Sylvia Jones
Subject: RE: Temp Appt. Extension (3rd Request)

Mrs. Jones,

Are you refusing to respond to my question regarding the assignments that you plan to give to Chandra? I would like to resolve this immediately. Thank you for your cooperation.

Rebecca

From: Sylvia Jones
Sent: Thursday, October 31, 2013 11:17 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Temp Appt. Extension (3rd Request)

Rebecca,

I'm very offended by your email. For the past few months I have either come to you or gone to Jeff regarding how rudely and abusive you and others speak to me in email and no action has been taken to date nor have you or Jeff addressed the issues. If you recall on September 30, in the presence of witnesses you rudely slammed the phone down in my ear which is documented.

Courtesy and professionalism goes both way. If I have been unprofessional or discourteous to you in email please provide me the date and time of the incident, the method of communication and supporting documentation to support the serious false allegation against me.

Your request to advise you what other assignments that I intend to give Chanda is discriminatory and retaliatory and you have never made such a request to the white managers and staff to include Nick Rushizky who has documented performance issues.

I'm a GS-15 Director who possess more experience and qualifications than anyone in the agency and I deserve to be treated with respect and equal to my white peers. If you do not want to keep Chanda due to your personal feelings against me, we will let her go and the work will not get accomplished and will be reported to the auditor's for yet another internal control/audit violation based on you and Jeff's decision and the high risk status that you have placed the agency in.

Have a good day!
Sylvia

From: Rebecca Cokley
Sent: Thursday, October 31, 2013 10:49 AM
To: Sylvia Jones
Subject: Re: Temp Appt. Extension (3rd Request)

Mrs. Jones,

In addition to answering and responding to telephone calls and inquiries from constituents, what other assignments do you intend to give Chanda? Also remember that I am expecting you to remain professional and courteous when responding to me, as your supervisor. Thank you.

Rebecca

Sent from my iPad

On Oct 31, 2013, at 8:46 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

Rebecca,

This is my 3rd documented request to you seeking a response on the extension for temp employee Chanda Bethea. You read the email that I sent to you yesterday at 9:14 a.m., however you did not respond back to me. As you know, Stacey Brown's 14-day suspension starts tomorrow and if Chanda Bethea is not extended it will further cripple my team as I will have no staff onboard which will affect work being done to include answering and responding to telephone calls and inquires from constituents. It will also be another internal control/audit issue that I will have to report due to an inadequate level of staff resources. We are also approaching the holiday season and having Chanda on staff will be a needed support due staff leave.

You and Jeff's recommendation to realign the Financial Analyst and Administrative Specialist positions (non-budget position) has severely impeded the work of office and placed the agency's internal controls in a high-risk status.

I would also like to note that you did not hesitate to keep Nick Rushizky, a white male on staff despite performance issues and his lack of required credentials. Chanda Bethea has been a great asset to team and as the Director of Administration I would like to keep her on staff until January 3, 2014.

Since this is my third request an immediate response is requested.

Sylvia

From: Rebecca Cokley
Sent: Wednesday, October 30, 2013 9:20 AM
To: Sylvia Jones
Subject: Read: FW: Temp Appt. Extension (2nd Request)

Your message

To: Rebecca Cokley
Subject: FW: Temp Appt. Extension (2nd Request)
Sent: Wednesday, October 30, 2013 9:14:09 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Wednesday, October 30, 2013 9:20:55 AM (UTC-05:00) Eastern Time (US & Canada).

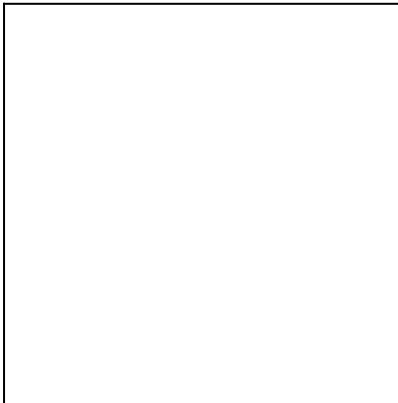
From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/18/2013 3:21:52 PM
Subject: RE: Final Jones Decision

Not attached.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

(b) (5)

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

No virus found in this message.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/18/2013 7:16:42 PM
Subject: Fwd: following up

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 18, 2013, 3:17:10 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: following up

Rebecca,

Thank you for your reply. However you did not address all issues that you originally raised in email that I provided response to, nor did you address your intended action to further strip me of my supervisory functions, which I request that you to clarify in writing as your response is not clear. The response also indicates that you maybe confused over the process. Therefore for clarification purposes please note that I do not have the authority to terminate Nick from Global Networkers. However as overseer and monitor of the contract performance I do have the authority to request a replacement from the contractor, which I did in this case due to performance for the last 60 days of the contract. Replacement with a more knowledgeable and innovative IT consultant to 1) improve current IT operations, 2) to complete longstanding/outstanding IT projects, and 3) to enhance the efficiency of information technology needs. An expert replacement was identified and was ready to begin work without a break in IT support to the agency.

It's very troubling to me that you and Jeff unlawfully removed my supervisory authority and positions for which I supervise allegedly to "enhance the efficiency of the financial management" when performance issues did not exist; and as a Director I am prohibited from replacing a contractor with performance issues with a more competent contractor due to personal reasons, race, and retaliation and not for the best interest of the agency. Its also alarming to me that you do not want a more competent and experience contractor with required credentials (that Nick does not possess) to support the agency. It's more alarming that a contractor who was not your direct report had direct access to you (which I do not have as a director) while you were out of the office and on personal time which undermines my authority.

On a different note: I am still awaiting your leave forms. I also need your work schedule (hours of work).

Sylvia

From: Rebecca Cokley
Sent: Friday, October 18, 2013 2:08 PM
To: Sylvia Jones
Subject: RE: following up

Ms. Jones,

Thank you for your response, I stand by my position that at this time Nick will not be terminated. I expect to receive Stacey's rating on Oct 21, 2013.

Rebecca

From: Sylvia Jones
Sent: Friday, October 18, 2013 9:06 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: following up

Good Morning Rebecca,

I hope this email finds you well.

Your email appears to be more discrimination and retaliation. It also appears that the white employees are not held to the same standards as the black employees as they are continuously allowed to commit punishable acts of misconduct, violate federal laws and regulations (that you are aware of) and are not required to perform their duties at an acceptable level of performance.

You and everyone else are fully aware of the performance issues with Nick as they have been ongoing for a long time, even prior to your arrival. Furthermore you do not have the qualifications and training to monitor and oversee contract performance. Nick's contract expires in two months and I was fully in compliance with Federal regulation to request a replacement for Nick and I would like this carried out as I directed for the best interest of agency and performance of my job duties. Your reasoning for keeping Nick is strictly personal and not in the best interest of the agency. Furthermore, the ED does not manage contractors. Per my position of record "incumbent supervise contract personnel." You are attempting to strip me of more duties and supervisory functions without cause and I would like to know if you will stripping the supervisory authority of my white peers. You have clearly demonstrated that you have a personal issue with me and it is affecting the moral of the office, the agency's mission's and managements judgment to make informed decisions on work. This is another act of retaliation.

Per 5 USC 7106 as a manager I have rights and per the regulation "nothing shall affect the authority of any management official of any agency." Specifically, I have the right to:

- a) to hire, assign, direct, layoff, and retain employees in the agency, to recommend suspension, removal, reduce in grade or pay, or take other disciplinary action against such employees;
- b) to assign work, to make determinations with respect to contracting out, and to determine the

personnel by which agency operations shall be conducted;

c) with respect to filling positions, to make selections for appointments from among properly ranked and certified candidates for promotion; or any other appropriate source; to take whatever actions may be necessary to carry out the agency mission during emergencies.

Therefore, I made a decision to replace Nick and I would like to move forward with the decision as it was a "good faith decision with merit decision and in the best interest of the agency."

Regarding Stacey performance rating: as you are fully aware, my workload was severely impeded with the budget workload of the ED and Financial Analyst which made it impossible for me to close out Stacey's plan. Per regulation, the performance period ends on Sept. 30...which entitled the employee to perform on the plan through Sept. 30. In order for me to properly close out a performance plan will require discussion with the employee and provide him the opportunity to provide a self assessment statement or comment on each element. I will be working on the plan today and will schedule a meeting with Stacy on Monday and will provide his plan to you by the close of business Monday, Oct 21.

In closing, I have requested you to be more civil with me in email with your tone as you are with other directors. I have even elevated the issue to the chair and no action has been taken as you continue to talk down to me in a disrespectful manner. I ask you again to extend to me the same respect that I'm required to give to you.

If you persist and obstruct me from replacing Nick, the issue to include IT security violations will be reported to the proper authorities.

Sylvia

From: Rebecca Cokley
Sent: Thursday, October 17, 2013 7:39 PM
To: Sylvia Jones
Subject: following up

Ms. Jones

Prior to the government furlough, you directed NCD's subcontractor to terminate our only IT support (Nick). You did not provide any reason to me as to why you made this decision. Furthermore, I am not aware of any performance issue that Nick has. At this time, NCD will not be firing Nick. Effective immediately, Nick will report directly to me. Please provide Nick with the key to the server cabinet at the start of business tomorrow.

I instructed you to send me draft performance ratings for you and Stacey by September 19th. You stated in an email to me that you would send the draft performance rating for Stacey on September 20 before close of business. To date, I have not received any of the requested information from you. Please send me your draft by close of business tomorrow so that I can review and finalize the process. If you have questions feel free to contact me.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/18/2013 12:34:58 PM
Subject: RE: 14 Day Suspension For Your Review

Ok.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Wednesday, December 18, 2013 11:27 AM
To: Rebecca Cokley
Subject: Fwd: 14 Day Suspension For Your Review

Hi Rebecca,

Please see Brenda's comments to the decision letter. I will call you to discuss. Thanks

(b) (5)

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sender which is legally privileged. The information is intended only for the use of the individual or entity to whom it is address. Please do not forward this message without permission. If you are not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone or return email and delete and destroy the original email message, any attachments thereto and all copies thereof.

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(b) (5)

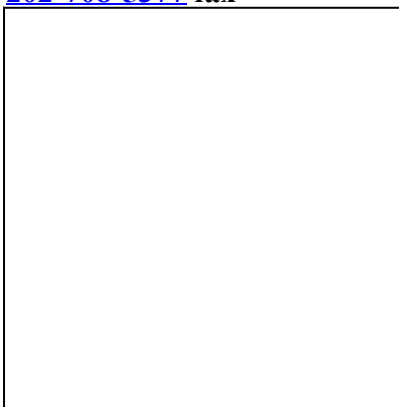
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(b) (5)

Lisa Gilmore
Human Resources Specialist (Employee Relations)
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301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/16/2013 12:21:40 PM
Subject: FW: Inquiry...

Lisa (speechless) Becca _____ From: Sylvia Jones Sent: Monday, December 16, 2013 11:18 AM To: Rebecca Cokley Cc: Robyn Powell; Sylvia Jones Subject: RE: Inquiry... Rebecca, It appears that you have misinterpreted the law in order to excuse Robyn Powell's conduct. Therefore please be advise that I will be filing an official complaint with the Attorney General's Office and the Bar Association for attorney misconduct. This also applies to any agency attorney who facilitated Robyn Powell's actions against me. The Office of the Attorney General and the Bar Association will determine if Robyn Powell violated the law and committed attorney misconduct. Sylvia _____ From: Rebecca Cokley Sent: Monday, December 16, 2013 10:38 AM To: Sylvia Jones Cc: Robyn Powell Subject: RE: Inquiry... Mrs. Jones, You don't have to be barred in DC to practice here. 5 USC 500(b) states the rule. You just have to be in good standing in a state to work for the Federal Government as an attorney. Rebecca _____ From: Sylvia Jones Sent: Wednesday, December 11, 2013 5:46 PM To: Rebecca Cokley Cc: Robyn Powell; Sylvia Jones Subject: RE: Inquiry... Rebecca, You state that "per OPM rules as a federal attorney, an individual needs need to be an active member of a state bar and it is not required to be the District of Columbia." However you did not provide the legal citation, regulation, policy number and/or authority to support your statement. Will you please forward me this information? Your statement also conflicts with the Bar Association regarding Robyn Powell. Also, Robyn Powell's official position in the agency does not serve in the capacity of a Federal Attorney providing legal representation, nor do I believe that Robyn Powell possess the knowledge, skills and abilities of an employment attorney. Her position is strictly a policy position. The agency pays GSA to provide legal representation. It is my firm belief that Robyn Powell is misusing her position and is violation my rights. Please forward me the information requested (i.e. legal citation, regulation, policy number and/or authority to support your statement). Sylvia _____ From: Rebecca Cokley Sent: Wednesday, December 11, 2013 5:03 PM To: Sylvia Jones Cc: Robyn Powell Subject: RE: Inquiry... Mrs. Jones, Per OPM rules as a federal attorney, an individual needs need to be an active member of a state bar and it is not required to be the District of Columbia. Rebecca Cokley Executive Director National Council on Disability 1331 F Street NW, Suite 850 Washington, DC 20004 202-272-2124 Voice 202-272-2074 TTY 202-272-2022 Fax Rcokley@ncd.gov<mailto:Rcokley@ncd.gov> Website: <http://www.ncd.gov><<http://www.ncd.gov>> From: Sylvia Jones Sent: Monday, December 09, 2013 4:51 PM To: Rebecca Cokley Cc: Sylvia Jones; Robyn Powell Subject: Inquiry... Rebecca, Robyn Powell has been acting in the capacity of an employment attorney for NCD. However during my public record search as a private citizen (and not in the capacity of an NCD employee) with the Bar Association I learned that Robyn Powell is not licensed to practice law in DC and since she has been involved in sensitive, private and personal matters relating to me, I would like to know under what authority have she been doing so. Please advise.. Sylvia _____

No virus found in this message. Checked by AVG - www.avg.com<<http://www.avg.com>> Version: 2012.0.2242 / Virus Database: 3658/6410 - Release Date: 12/11/13 ----- No virus found in this message. Checked by AVG - www.avg.com Version: 2012.0.2242 / Virus Database: 3658/6410 - Release Date: 12/11/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/3/2013 2:17:56 PM
Subject: FW: Performance Plans and Time Off Awards
Attachments: Performance Appraisals
following up

FYI

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 1:17 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: Performance Plans and Time Off Awards

Rebecca,

It appears this was an oversight due to the language used in the September 9 email which I interpreted to mean you wanted the appraisal plan of my staff -Stacey Brown.

I desire a performance rating and award as I earned it. However I'm not sure how this can be fixed since we never had a performance discussion during the rating period and you did not conduct a mid-year progress review on me.

Sylvia

From: Rebecca Cokley
Sent: Tuesday, December 3, 2013 12:29 PM
To: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Mrs. Jones,

Please see the attached email from September 9th to the managers requesting draft appraisals. I sent a follow up to you on October 17th.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability

1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Tuesday, December 03, 2013 11:59 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Performance Plans and Time Off Awards

Rebecca,

Your claim that you asked me for input regarding performance is a untrue statement and I request that you provide me with the date, time and method of communication in which you asked me for this information if you contend that it is true.

You have never asked or inquired of obtaining any performance related information from me other than that of Stacey Brown. In fact, to date we have never had a discussion regarding performance to include a mid-year progress review. My inquiry regarding the criteria used to access and make the determination for annual performance awards that you provided to me was an appropriate question posed as an employee and Director of Administration, and this information should be made public and open to all staff.

You also stated that "each time that I have requested input from you regarding your performance, you fail to provide anything to me." Please note that had I not complied to a request from you, without hesitation you would have done what you always done and that's issue me a threatening direct order or disciplinary action for failure to follow supervisory instruction.

I also find your statement " be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate" as a threat and attempt to censor me in the workplace for inquiring about the equity of processes used amongst staff in the workplace. I would like to reiterate that you provided this information to me freely. As requested on yesterday, I would like to know the criteria and/or agency guidance relied upon to assess and make determinations regarding annual performance awards. I'm sure if you follow up with OPM you will discover that my question is more than appropriate.

Throughout government, agencies and managers have always made this information available to staff and as a staff member of the NCD I would like to know the criteria used, especially since most plans were prematurely closed-out prior to the employee either receiving an appropriate mid-year progress review or performing under the plan through the end of the fiscal year.

Further, you are quick to label any act against as inappropriate, however the Caucasian physically disabled staff are allowed on a daily basis to violate policies and procedures, which you are aware of and you never reprimand them.

Btw...you did not send me the performance plan of Anne Sommers.

Sylvia

From: Rebecca Cokley
Sent: Tuesday, December 3, 2013 11:10 AM
To: Sylvia Jones

Subject: RE: Performance Plans and Time Off Awards

Mrs. Jones,

To date Anne and Joan are the only supervisors who have provided their performance input to me. As you should recall, I requested input from the entire staff several months ago. Each time that I have requested input from you regarding your performance, you fail to provide anything to me. Be advised that your attempt to use your position, as Director of Administration, to obtain personnel information is completely inappropriate.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Monday, December 02, 2013 2:38 PM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: FW: Performance Plans and Time Off Awards

Rebecca,

Please advise the criteria used to access and make the determination for annual performance awards. Specifically, I would also like to know the status of my annual rating and performance award. With the exception of Anne Sommers the only staff given awards were the physically disabled causcausion staff and I would like to know what was the criteria used and why were the minorities bypassed and overlooked.

Sylvia

From: Rebecca Cokley
Sent: Monday, December 2, 2013 1:25 PM
To: Sylvia Jones
Subject: Performance Plans and Time Off Awards

Mrs. Jones,

For your records, here are the staff performance plans I've received to date. Please ensure that their leave is credited as soon as possible.

(b) (6)

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Anne Sommers](#)
[Sylvia Jones](#)
Date: 9/9/2013 2:54:18 PM
Subject: Performance Appraisals

Anne and Sylvia,

As you know, the appraisal period is 10-1 to 9-30 with the appraisal being due to be sent forward for concurrence/approval by 09/30/13. As you also know, I will be going on maternity leave prior to 9-30-13.

I will require you to prepare draft appraisals for me for to review by 9-19-13. I will review them and provide you my feedback. If you propose no changes in the final ratings of the employees, I delegate Mr. Rosen to sign for me those final ratings. If there is a change in performance that would change the draft ratings, they must be reviewed and approved by Mr. Rosen prior to their issuance.

Please see me if you have any questions.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/17/2013 7:39:42 PM
Subject: following up

Ms. Jones

Prior to the government furlough, you directed NCD's subcontractor to terminate (b) (6). (b) (6) You did not provide any reason to me as to why you made this decision. Furthermore, I am not aware of any performance issue that (b) (6) has. At this time, NCD will not be firing Nick. Effective immediately, (b) (6) will report directly to me. Please provide (b) (6) with the key to the server cabinet at the start of business tomorrow.

I instructed you to send me draft performance ratings for you and Stacey by September 19th. You stated in an email to me that you would send the draft performance rating for Stacey on September 20 before close of business. To date, I have not received any of the requested information from you. Please send me your draft by close of business tomorrow so that I can review and finalize the process. If you have questions feel free to contact me.

Thank you.

Rebecca Cokley

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3629/6376 - Release Date: 11/28/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/2/2013 5:59:26 PM
Subject: Fwd: Administation and Audit Meeting Minutes

(b) (5)

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 2, 2013 at 4:56:44 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Administation and Audit Meeting Minutes

Rebecca,

It was brought to my attention this afternoon that you and Jeff Rosen removed me as the audit point of contact and requested the auditor's to cease contact with me. Can you please advise me under what authority you used to remove me from the audit process as the Director of Administration. My position has a key role in the process and this act is alarming.

You also neglected to inform me of this action which demonstrates more retaliation for protected disclosures as a whistleblower and I will be reporting this action to the appropriate authorities. I'm also still awaiting a copy of the minutes.

Sylvia

From: Sylvia Jones
Sent: Monday, December 2, 2013 9:17 AM
To: Rebecca Cokley; Jonathan Kuniholm
Cc: Sylvia Jones
Subject: Administation and Audit Meeting Minutes

Rebecca/Jon,

It has come to my attention that Gary Blumenthal traveled to DC for an administration and audit meeting on November 20. As Director of Administration I was not invited to this meeting and would like a copy of the meeting minutes and Gary's travel approval.

In the meantime could please advise me the purpose of the meeting, the location and the name of the attendees.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
[David Allen](#)
Date: 9/26/2013 4:54:50 PM
Subject: Fwd: laptop

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 26, 2013 at 4:53:40 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: laptop

Rebecca,

As you are aware the government is in the midst of a shut down and GSA advised against issuance of equipment and referred me to Ethics. I have reached out to Ethics and until I received ethics clearance I will not release the laptop while you are not on official duty and absent without leave.

In addition, I am tired of receiving threats for simply doing my job; and please be advised that before you can take disciplinary action against me for doing my job, you have to consider all the documented acts of misconduct involving yourself and others in the agency.

-Sylvia

From: Rebecca Cokley
Sent: Thursday, September 26, 2013 4:05 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: laptop

Sylvia,

As your supervisor, I am directing you to make a laptop available for my use while I am physically away from the office. I am directing you to have the laptop available by [9/27/13](#). Failure to follow this direct order may result in disciplinary action, up to and including removal from the Federal service.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/29/2013 2:16:20 PM
Subject: Re: Proposed 14 Day Suspension

(b) (5)

Sent from my iPad

On Oct 29, 2013, at 2:09 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

(b) (5)

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

<Jones Proposed Suspension.docx>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/28/2013 8:08:52 AM
Subject: Re: Follow Up

(b) (5)

Sent from my iPad

On Oct 28, 2013, at 6:50 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

(b) (5)

Sent from my iPhone

On Oct 26, 2013, at 10:51 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

Rebecca

Sent from my iPad

Begin forwarded message:

From: Jeff Rosen <jrosen@ncd.gov>
Date: October 26, 2013, 10:30:50 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Gary Blumenthal <GBlumenthal@ncd.gov>
Subject: FW: Follow Up

Rebecca -

To follow up on this, Sylvia's June 27, 2013 email to the Council, if I recall correctly, excluded you and I. Its my understanding that in her email, Sylvia requested to discuss with the Council certain issues including, inappropriately, the conduct of other staff. It appears from Sylvia's email below that you provided her with direction to follow protocol by channeling any complaints to appropriate authorities. You are one of the primary appropriate authority Sylvia is obligated to provide any information to.

I was copied on an email Sylvia sent indicating that she represented to auditors that NCD engaged in fraud. I followed up by asking the Chair of the A&F Committee to share the information with the Committee to make them aware of the allegations so that the appropriate Council members would look into the merits of the issue as part of our fiduciary responsibilities. The Chair of the A&F Committee requested Sylvia to provide information regarding the fraud she believes occurred.

Sylvia provides inadequate grounds in her email below for her refusal to provide that information. Please follow up with her in obtaining that requested information from her.

Thanks.

-Jeff

From: Sylvia Jones

Sent: Friday, October 25, 2013 2:29 PM

To: Gary Blumenthal; Rebecca Cokley; Jeff Rosen; Sylvia Jones

Cc: Pam Holmes; Ari Neeman; Kamilah Martin-Proctor; Lynnae Ruttledge; Lisa Brown-Gilmore - CPWA

Subject: Follow Up

All,

I wasn't feeling due to workplace harassment and stress. I typed the email below at 9am to respond to Gary, however I realized that I never hit the send button.

Gary,

As you are aware, it is and has always been the responsibility of the Executive Director to brief the Council, to include the A&F Committee on budgetary and office issues. I noticed that you copied Rebecca Cokley to this email but you did request any information from her. As I stated on Wednesday, October 23...it is documented that I attempted to address the issues internally to the full council on June 27, 2013 and only one member responded showing concern. Following my unsuccessful attempt to report issues to the council, I was issued a direct order by Rebecca Cokley on June 28, 2013 to "channel my complaints through the appropriate authorities." I was threatened with disciplinary action up to and including removal from the National Council on Disability if I failed to follow the order. I followed Rebecca Cokley's direct order and I reported the issues to the appropriate authorities, which you are aware of. Therefore, I cannot provide you and/or the A&F Committee any information related to my disclosures pending an investigation.

Also you have made another false allegation (testimony) against me in government email which is slander and defamation of character and everyone attached to this email thread is now a witness to the fact. I never received a directive regarding any element of the audit and as I have requested, please provide me and the council with the date and time and method of the communication to support the serious false allegation that you continue to make against me. Unless you can produce such communication, I request that you cease and desist from making slanderous and false allegations against me in effort to defame my character. Today I received the first communication from Rebecca regarding the audit.

Regarding reimbursement...I responded you on October 18 and advised to follow up with Rebecca Cokley, apparently you did not do so. Members are well aware that if they have any payroll related questions or problems that are to contact me or Stacy Brown directly. As of today this office has only received one payroll inquiry and that was from you on today sent directly to Stacey Brown (w/cc: Rebecca and Jeff).

I'm finding your emails to be harassing, demeaning and workplace bullying which is a violation of the law; and I'm sure that when you communicate with my peers that you are not aggressive, accusatory and copying all of the above persons to include GSA Employee Relations, which I find

inappropriate. I have been in this agency for over 15mos and you were always respectful and helpful to me. I noticed that your aggression towards began in September when I refused to compromise my integrity and participate in unlawful activities or accept the "trade off" as you called it. From this point forward I request to be treated civilly and equally as you do everyone else in the agency.

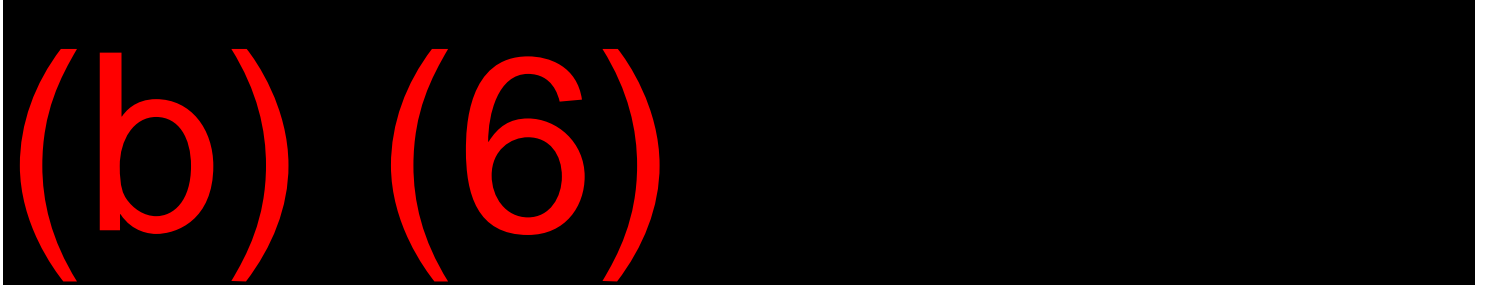
Since you have attached HR to this email I would also like to make it clear that you are a special government employee and are not my supervisor. Earlier this week I requested of Rebecca that due to your aggression towards me that all your communication be channeled through her as it was in the past with the previous ED. I'm willing to do anything for the agency but I will not compromise my integrity and I'm tired of the harrassment as it is severely affecting my disabilities.

Please note that I will forward you the auditor's contact informtion in a separate email along with an internal control document that must be completed and sent back to me before the close of business Monday, October 28.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/18/2013 1:31:14 PM
Subject: Re: Revised Telework Agreement

Lisa



Rebecca

Sent from my iPad

On Oct 18, 2013, at 9:11 AM, "Sylvia Jones" <sjones@ncd.gov> wrote:

> Rebecca,
>
> Please be advised that per HR, I must initiate an SF-52 to change your work schedule from full-time to part-time. I also need you leave slips for your absences.
>
>
> Sylvia
> _____
> From: Rebecca Cokley
> Sent: Thursday, October 17, 2013 7:31 PM
> To: Sylvia Jones
> Cc: Jeff Rosen
> Subject: Fwd: Revised Telework Agreement
>
> Ms. Jones
>
> Please see the attached telework plan, approved by the Chair, and effective today.
>
>
> Thank you
>
> Rebecca
>
> Begin forwarded message:
>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/21/2013 11:40:32 AM
Subject: discussion with auditors

Lisa

For documentation purposes

In our meeting with our auditors yesterday it was relayed to us that they were under the belief that Mr. Blumenthal and the Council had cancelled the scheduled September 12th meeting. This information was relayed to them by Ms. Meniffee. In reality, Mr. Blumenthal had never been informed of the meeting, and this follows him being in town on September 11th to meet with Mrs. Jones to go over the year-end financials, where she was unavailable for that meeting.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/21/2013 12:27:44 PM
Subject: Audit Documentation Issue

She also did not tell the auditors that Aaron Bishop was no longer the Executive Director.

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/13/2013 7:55:46 AM
Subject: FW: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE
Attachments: 2013-11-12-Itinerary.MCKNIGHT.JOHN.W.2013-11-14.CGEUHE.pdf

Lisa

Jeff as the head of agency has approved the travel below, but Mrs. Jones has requested an authorization code from me. As per the previous email I forwarded you, she agreed to handle these logistics and the upcoming logistics for the Kansas meeting. What kind of direction can I give her to issue the code?

Rebecca

From: Sylvia Jones
Sent: Tuesday, November 12, 2013 4:08 PM
To: Rebecca Cokley
Cc: Jonathan Kuniholm
Subject: FW: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE


Rebecca,

In lieu of the Financial Analyst, please supply Marsha with an authorization number for the airline ticketing of John McKnight and Chester Finn.

As a reminder...all NCD staff and council members must follow the travel procedures as outlined in the NCD Financial Policy and Procedures Manual. This reminder is not directed at John and Chester but instead is a reminder that must be communicated to all staff and members.

Sylvia

From: marsha.walser@adtrav.com <marsha.walser@adtrav.com>
Sent: Tuesday, November 12, 2013 3:25 PM
To: Sylvia Jones
Cc: John McKnight; JOHN977@NYCAP.RR.COM; Carla Nelson
Subject: Itinerary for: JOHN W MCKNIGHT - Travel beginning 11/14/2013 - STATUS: Awaiting Ticketing - Locator CGEUHE

	
Phone: (877) 472-6716 service nonstop 24/7/365	Tuesday, November 12, 2013 2:25 PM Booking Locator: CGEUHE After Hours/VIT Code: U21F
JOHN W MCKNIGHT National Council on the Disability	Awaiting Ticketing No fare is guaranteed until ticketed

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/13/2013 8:00:02 AM
Subject: FW: Leave Slip - S. Jones (November 4-8)
Attachments: SKMBT_60013111216021.pdf

(b) (5)

From: Sylvia Jones Sent: Tuesday, November 12, 2013 4:24 PM To: Rebecca Cokley Cc: Sylvia Jones Subject: Leave Slip - S. Jones (November 4-8)
Rebecca, Attached are my leave slip, doctor's note and comp time sheet for the week of November 4-8. Sylvia _____
From: Konica@ncd.gov
<Konica@ncd.gov> Sent: Tuesday, November 12, 2013 4:02 PM To: Sylvia Jones Subject: NCD
SCAN ----- No virus found in this message. Checked by AVG - www.avg.com Version: 2012.0.2242 /
Virus Database: 3222/6330 - Release Date: 11/12/13

Request for Leave or Approved Absence

1. Name (Last, first, middle) Jones, Sylvia	2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN)) ON File
---	--

3. Organization NCD	
-------------------------------	--

4. Type of Leave/Absence (Check appropriate box(es) below)	Date		Time		Total Hours	5. Family and Medical Leave
	From	To	From	To		
<input checked="" type="checkbox"/> Accrued Annual Leave <input type="checkbox"/> Restored Annual Leave <input type="checkbox"/> Advanced Annual Leave	11/4	11/6	8:00	4:00	16.5	If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.</i>
<input checked="" type="checkbox"/> Accrued Sick Leave <input type="checkbox"/> Advanced Sick Leave	11/6	11/8	8:00	4:00	16.5	
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other						
<input checked="" type="checkbox"/> Compensatory Time Off <input type="checkbox"/> Other Paid Absence (Specify in Remarks) <input type="checkbox"/> Leave Without Pay	11/8	11/8	8:00	4:00	7	

6. Remarks: Illness due to workplace harassment & Bullying.	
---	--

7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.

7a. Employee Signature 	7b. Date 11/12/2013
-----------------------------------	-------------------------------

8a. Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	(If disapproved, give reason. If annual leave, initiate action to reschedule.)
---	--

8b. Reason for Disapproval:

8c. Supervisor Signature	8d. Date
---------------------------------	-----------------

PRIVACY ACT STATEMENT

Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

RETURN TO WORK OR SCHOOL

LANHAM NEUROSCIENCE CENTER

9841 Greenbelt Road, Suite 206

Lanham, MD 20706

Telephone: (301) 552-0008

Fax: (301) 552-2066

Date

11/11/13

This is to certify that

SYLVIA MENIFEE

has been under my care for the following:

PATIENT WAS ON A MEDICAL
LEAVE FROM 11/4 - 11/8/13

and is able to return to

work
school

on

11/12/13

Remarks:

(SIGNATURE)

#13177 — Medical Arts Press 1-800-328-2179

COMPTIME SHEET

NAME Sylvia Jones

DATE	ACTIVITY	HOURS
11/04/2013	Timecards / Selection Cert to OPM	2.0

Total hours claimed: 2

I certify that the above represents an accurate accounting of hours I worked while conducting official business for the National Council on Disability.

 11/12/13
Signature Date

Approved By Date

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/1/2013 11:52:48 AM
Subject: RE: Revised 14 Day Proposal - Jones

(b) (5)

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Friday, November 01, 2013 11:48 AM
To: Rebecca Cokley
Subject: Re: Revised 14 Day Proposal - Jones

ok can we talk at 2?

On Fri, Nov 1, 2013 at 11:42 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
When we talk today, we need to chat about charge 2.

From: Lisa Brown-Gilmore - CPWA <lisa.gilmore@gsa.gov>
Sent: Wednesday, October 30, 2013 4:28 PM
To: Rebecca Cokley
Subject: Revised 14 Day Proposal - Jones

(b) (5)

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
[202-708-5377](tel:202-708-5377) fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6mQLHds76fKF2MsLyLHchZpKL7e_LIZjNJIr0/viewform

Lisa Gilmore
Human Resources Specialist (Employee Relations)
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Washington, DC 20407
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202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6mQLHds76fKF2MsLyLHchZpKL7e_LIZjNJIr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/5/2013 12:47:14 PM
Subject: RE: FW: Julie's Metro Subsidy

Nope. It would have likely been Carla. I'm on the phone with WMATA right now and they're trying to help.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 11:45 AM
To: Rebecca Cokley
Subject: Re: FW: Julie's Metro Subsidy

Are you serious? Has Stacy or anyone else done this in the past?

On Thu, Dec 5, 2013 at 11:37 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
AAAAAAAACK!

Now to find the needle in the haystack. Oh joy!

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Thursday, December 05, 2013 11:36 AM
To: Rebecca Cokley
Cc: Sylvia Jones
Subject: RE: Julie's Metro Subsidy

Rebecca,

GSA is not responsible for nor provide metro subsidy services to NCD. This is a responsibility of the Administrative Assistant and/or Financial Analyst which you supervise. The contract financial analyst must contact WMATA to correct.

Sylvia

From: Rebecca Cokley
Sent: Thursday, December 5, 2013 10:23 AM
To: Sylvia Jones
Subject: Julie's Metro Subsidy

Mrs. Jones,

Please reach out to GSA by COB tomorrow and cancel Julie's metro subsidy.

Thank you.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/30/2013 11:54:18 AM
Subject: Re: Global Networkers contract

I told William the same thing.

Sent from my iPad

On Sep 30, 2013, at 11:53 AM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

> We are not firing (b) (6) without your directive Rebecca.

> -Jeff

> _____

> From: Rebecca Cokley

> Sent: Monday, September 30, 2013 11:50 AM

> To: Lisa Brown-Gilmore - CPWA

> Cc: Jeff Rosen

> Subject: Global Networkers contract

>

> I just got off the phone with our IT contractor (William) and he informed me that Ms. Jones directed him to fire (b) (6) effective today. She is the COTR on the contract but he contacted me as the Executive Director to ensure that that was in fact, our desire, which it isn't. This puts him in a slightly awkward position. What do we do?

>

> She has yet to date mentioned any dissatisfaction with (b) (6) performance, although he did relay to me that he was verbally disciplined about informing me about her denial of my laptop last week. William has no issue with (b) (6) performance.

>

> I told William to hold pending my guidance.

>

> RC

>

> Sent from my iPad

>

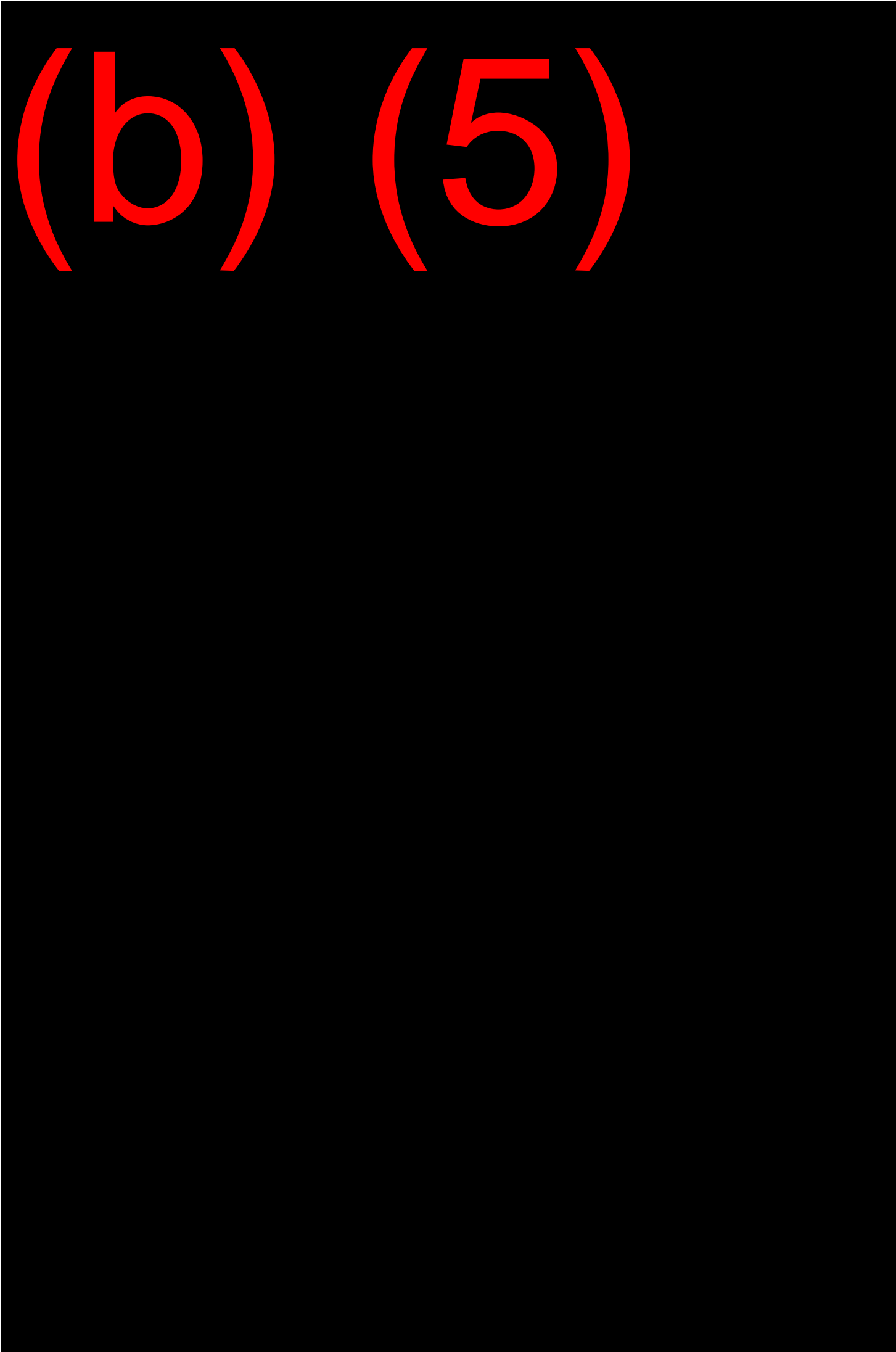
From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Robyn Powell](#)
Date: 10/30/2013 1:15:22 PM
Subject: Re: NCD communications

I was just informed that Anne Sommers was served by Sylvia at the office. She would like to know how to proceed.

Rebecca

(b) (5)

(b) (5)



From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/22/2013 12:06:10 PM
Subject: Server key

Mrs. Jones

As I stated to you in a previous email, I am not aware of any performance problems with (b) (6). As your supervisor I am again instructing you to provide (b) (6) with the server key.

And since you indicated to me that you're leaving at noon, please fill out and email me a leave slip.

Rebecca

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 9/30/2013 1:40:16 PM
Subject: Re: Leave slips w/e 09/20 and 09/27

Sure. Not a problem.

Sent from my iPad

On Sep 30, 2013, at 1:32 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca,
I have to run out to a meeting. Can you call me at 2:15?

On Mon, Sep 30, 2013 at 1:31 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

RC

Sent from my iPad

On Sep 30, 2013, at 1:30 PM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Rebecca,

(b) (5)

On Mon, Sep 30, 2013 at 1:13 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

(b) (5)

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 30, 2013, 1:07:36 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: RE: Leave slips w/e 09/20 and 09/27

Rebecca,

I need your leave slips for the entire duration of your absence. Please forward.

Sylvia

From: Rebecca Cokley
Sent: Monday, September 30, 2013 12:57 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: Fwd: Leave slips w/e 09/20 and 09/27

Attached are my leave slips for the week ending the 20th and the week ending the 27th.

Rebecca

Sent from my iPad

Begin forwarded message:

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
[202-708-5377](tel:202-708-5377) fax

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/2/2013 11:42:02 AM
Subject: Fwd: Administration and Audit Meeting Minutes

Lisa

How should I respond to this? We didn't take minutes at the meeting.

Rebecca

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 2, 2013, 9:17:31 AM EST
To: Rebecca Cokley <rcokley@ncd.gov>, Jonathan Kuniholm <jkuniholm@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: Administration and Audit Meeting Minutes

Rebecca/Jon,

It has come to my attention that Gary Blumenthal traveled to DC for an administration and audit meeting on November 20. As Director of Administration I was not invited to this meeting and would like a copy of the meeting minutes and Gary's travel approval.

In the meantime could please advise me the purpose of the meeting, the location and the name of the attendees.

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/9/2013 5:52:22 PM
Subject: Fwd: Inquiry...

This is the first I've learned of this. Is this an issue?

Rebecca

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 9, 2013 at 4:50:44 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Subject: Inquiry...

Rebecca,

Robyn Powell has been acting in the capacity of an employment attorney for NCD. However during my public record search as a private citizen (*and not in the capacity of an NCD employee*) with the Bar Association I learned that Robyn Powell is not licensed to practice law in DC and since she has been involved in sensitive, private and personal matters relating to me, I would like to know under what authority have she been doing so. Please advise..

Sylvia

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/25/2013 9:09:56 AM
Subject: Stacey suspension

With the budget and Sylvia's absences and my medical leave we need to readjust the dates of Stacey's suspension to be in line with NCDs policy of giving 30 days notice in advance. Dave and Lisa, should I go to Sylvia as the supervisor and ask for new dates (as i did originally) or should I just change them on my own?

Rebecca

Sent from my iPhone

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [David Allen - WPG-C](#)
[Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 9/18/2013 3:52:38 PM
Subject: FW: NCD FY 13 Purchases

Gary had clarified with Sylvia that he'd be asking her to report out on the status of purchases.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Sylvia Jones
Sent: Wednesday, September 18, 2013 3:20 PM
To: Gary Blumenthal
Cc: Jeff Rosen; Rebecca Cokley; Sylvia Jones
Subject: RE: NCD FY 13 Purchases

Gary,

Leading up to A&F meeting this morning, you and I had several conversations regarding the recommended purchases for FY 2013 and prior to the end of our call on yesterday I explained to you the difficulty in acquiring the purchases so late in the fiscal year. I say this because I was blindsided this morning... first with a request to brief the committee on the SOF and then to provide an update on the purchases, which is the responsibility of the ED. As I stated to you on Friday, last year there was three of us closing out the budget, Aaron, Carla and myself. This year I have no Carla, no help from the ED and my workload is heavy. There are a lot of pieces to closing out a budget and I just hope that I can get everything done that needs to be done timely.

Per your request...below is an update on the purchase request:

1.Immediate replacement of 10 computers:

Response: the price received for the units was a quote only. Due to contractual requirements we are unable to acquire these systems.

****Additionally,** per OMB Memorandum M-11-11 dated February 3, 2011 agencies were directed to develop and issue an implementation policy as of March 31, 2011 requiring the use of the Personal Identity Verification (PIV) credentials as the common means of authentication for access to the agency's facilities, networks, and information systems. Also, effective the beginning of FY2012, procurement for services and products involving facilities and system access must be in accordance with HSPD-12 Policy and the Federal Acquisition Regulation (FAR).

NCD is currently non-compliant to this policy therefore I strongly recommend that funding be approved to purchase appropriate equipment for staff in the upcoming FY.

2.Replace 8 monitor at \$195.....through GSA vendors 195 x 8 units = \$1560.00

Response: Nick failed to identify vendors for this purchase therefore we cannot make a purchase. Also, is there a need for 8 monitor's if we are not purchasing computers? To my knowledge only 3 monitors may be needed for dual-monitor purposes.

3.Printers

Response: All specs provided by Nick for the printers were outdated with the exception of one, though there was a slight price difference. Nonetheless, we were able to find compatible printers at Staples for a total price of \$2,271.33 which Stacey can purchase with the credit card upon your approval.

4.Video Conferencing Citrix Go To Meeting \$39 x 4 meeting organizers \$2000

Response: This appears to be a typo. \$39 times 4 is \$156 not \$2000. Upon receiving clarification on this item I will look further into it and get back to you.

5.Video Editing for Lawrence Unique PC & accessories \$3000 range

Details:

Response: Per conversation with Lawrence he requires PhotoShop training. In addition, please note that Nick did not identify specific equipment, model numbers and/or item numbers for the purchases. Per the request...column 4, it appears that these items may be potential purchase for FY14 and FY15.

6. One television for C-SPAN -

Response: This is not a cost effective purchase. The agency currently has a rarely used TV in the conference room that can be transferred to the ED's office which will save the agency and tax payer's a \$1000.

7. Google Driverless Car Report -

Response: Contractual Issue

8. Manage Care Forums:

Response: Per earlier conversations, please note that is **not** a contract but instead a cooperative agreement.

Please let me know if you have any questions.

Thank you,
Sylvia

From: Gary Blumenthal <garyblumenthal@addp.org>

Sent: Friday, September 13, 2013 1:01 PM

To: Sylvia Meniffee

Cc: Jeff Rosen; Rebecca Cokley

Subject: FW: NCD FY 13 Purchases

Sylvia,

I understand the difficult pressure you will be under to get this done today to meet the deadline. To the best of my knowledge this is a partial list of expenditures that the Executive Committee, Jeff and Becca have signed off on. I do believe there may be some additional expenditures from current FY 13 dollars that Jeff and Becca wish to make however I've not been able to get ahold of them today for confirmation. I am cc-ing Jeff and Becca on this email in the hope that they'll see it and respond asap.

Thank you.

Gary

1. Immediate replacement of 10 computers.....per unit cost: 1600 x 10 units = \$16,000
Vendor: Advance Computer Concept recommended by Sylvia, better cost than Nick's recommendation

2. Replace 8 monitor at \$195.....through GSA vendors 195 x 8 units = \$1560.00

3. Printers

4x HP P1606 DN	\$210.96 each	\$843.84
HP Laserjet Pro 400 BW Printer extra paper tray		\$285.40 \$117.96
HP Laserjet Pro 400 Color		\$481
HP 500		\$762

4. Video Conferencing Citrix Go To Meeting \$39 x 4 meeting organizers \$2000

5. Video Editing for Lawrence Unique PC & accessories \$3000
range
Details:

NCD IMPROVEMENT OPPORTUNITY	Inclusive photos for use on the website, publications, and infographics (photos are paid for per download and prices vary but many are \$20/each for websites)	PhotoAbility.com	FY14, FY15 - PhotoAbility.com	\$300.00
NCD IMPROVEMENT OPPORTUNITY	HD Digital Camera for film, consistent with Jeff and other Council Members' and the ED's vision for expanding our video presence; purchasing for in-house use gives us creative control over look/feel and content	Samsung.com	One-time purchase	\$499.99
NCD IMPROVEMENT OPPORTUNITY	Sync Words Video Captioning Service (50-100 hours annual package, plus gov't discount)	SyncWords.com	FY14, FY15 - Sync Words	\$139.00
	Audio production kit	Behringer.com	One-time purchase	

NCD IMPROVEMENT OPPORTUNITY	(podcast studio) to pursue adding brief podcast summaries of our reports to each report landing page going forward			\$145.00
NCD IMPROVEMENT OPPORTUNITY	Adobe PhotoShop for use in design of infographics, homepage slides, simple covers for in- house reports, etc. (\$650/computer)	Adobe.com	One-time purchase	\$1,300.00
NCD IMPROVEMENT OPPORTUNITY	Training -- GPO Photoshop training	The Institute at GPO (Government Printing Office)	One-time purchase	\$475.00

6. One television for C SPAN

\$1000

Tech subtotals:

\$25,764.80

**7. Google Driverless Car Report
add**

\$15,000

8. ADD \$80,000 to Managed Care Forums: additional forums in regions and meetings in states

The contractor is Ellen Piekalkiewicz. Julie is monitoring this contract.

And state associations (NCSL) and CSG, and others.... Add:

\$80,000

Conduct 3-6 additional regional focus groups with Disability Leadership Stakeholders on Medicaid managed care and disability related issues to the NCD strategic plan in regions

9. EEI Editing services mentioned by Anne
Sommers

\$15,000

Sub total:

\$135,076.80

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6162 - Release Date: 09/13/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Jeff Rosen](mailto:Jeff.Rosen@ncd.gov)
Date: 9/30/2013 5:43:54 PM
Subject: Re: performance review

FYI,

Sylvia did not send me her materials or Stacey's by Sept 19th as per a directive Dave drafted last month. Joan gave me the plans for her and her team before she went on leave and they've been reviewed and signed.

RC

Sent from my iPhone

On Sep 30, 2013, at 5:40 PM, "Jeff Rosen" <jrosen@ncd.gov> wrote:

Thanks for the information, I will follow up on this.

Anne Sommers <ASommers@ncd.gov> wrote:

Jeff,

I don't believe Rebecca had a chance to do my performance review, which is due today, so I'm just flagging that for purposes of the date. I also had Lawrence's completed a few weeks back and the original copy in a folder for Rebecca's review and with "sign-here" notes throughout, to note where Rebecca's signature is needed to finalize the plan. I also have in that same folder, a copy of Lawrence's FY14 performance plan, for Rebecca's review and signature. I believe those items are still in Rebecca's office.

I'm not sure if a performance plan for me for FY14 was written yet or not, but I have not yet seen or signed one.

Thanks,
Anne

From: Anne Sommers
Sent: Thursday, September 12, 2013 4:34 PM
To: Rebecca Cokley
Subject: performance review
Importance: High

Rebecca,

Attached for your consideration is my performance plan. I've added in my self-assessment, as requested.

I've also attached my midcycle review for your reference, in case you don't have that file handy as well as the doc file of Aaron's final assessment of me last year. The scanned copy is the one with the signatures from earlier in the year.

I've completed Lawrence's review and we are scheduled to sit down to review it Monday. Once we both sign, I'll have that for you to review and sign as the approving official, as well.

Thanks,
Anne

Anne C. Sommers
Director of Legislative Affairs and Outreach
National Council on Disability (NCD)
1331 F Street, NW, Suite 850
Washington, DC 20004
202-272-0106 Voice
202-272-2074 TTY
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Get regular updates via NCD's Facebook page:
<http://www.facebook.com/NCDgov>
Follow NCD on Twitter:
<http://twitter.com/NatCounDis>

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From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/17/2013 7:39:42 PM
Subject: following up

Ms. Jones

Prior to the government furlough, you directed NCD's subcontractor to terminate our (b) (6). (b) (6) You did not provide any reason to me as to why you made this decision. Furthermore, I am not aware of any performance issue that (b) (6) has. At this time, NCD will not be firing (b) (6). Effective immediately, (b) (6) will report directly to me. Please provide Nick with the key to the server cabinet at the start of business tomorrow.

I instructed you to send me draft performance ratings for you and Stacey by September 19th. You stated in an email to me that you would send the draft performance rating for Stacey on September 20 before close of business. To date, I have not received any of the requested information from you. Please send me your draft by close of business tomorrow so that I can review and finalize the process. If you have questions feel free to contact me.

Thank you.

Rebecca Cokley

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [David Allen](#)
[Lisa Brown-Gilmore - CPWA](#)
Date: 9/26/2013 4:07:06 PM
Subject: Fwd: directive

FYI

Sent from my iPad

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: September 26, 2013, 4:04:07 PM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Jeff Rosen <jrosen@ncd.gov>, Sylvia Jones <sjones@ncd.gov>
Subject: FW: directive

Rebecca,

Thank you for the email and please continue to send them as they clearly demonstrate the level of harassment that I endure from you and Jeff Rosen. You recently had a newborn child and instead of enjoying your newborn you choose to harass me. You are hereby notified that you are currently out of the office, not on duty and your status is legally AWOL.

Per the NCD Authorizing Statute and the NCD Bylaws, the NCD Chair does not have supervisory authority over staff nor does the statute or bylaws empower the Chair to act as a second line supervisor to staff in the absence of the Executive Director. Also per both laws, the NCD Chair cannot manage the day-to-day operations of the agency and you do not have the authority to overrule the bylaws as they were adopted and approved by the full Council in July 2012.

I adhered to your prior direct order issued on June 28, 2013 to channel my complaints to the appropriate authorities. Pursuant to § 2302(b) of Title 5...provides that a federal employee who has authority over personnel decisions may not take or fail to take or threaten to take a personnel action against an employee for refusing to obey an order that would require the individual to violate a law.

As the Executive Director you elected not the appoint and interim successor in your absence and you and Jeff advised staff during a staff meeting on Sept 18 that "there was not a need for an Interim Executive Director in place during your absence" even though you had budget deliverables in your possession and in your queue. Thus, I cannot understand why you are sending me threatening emails while out of the office through November 4.

The processing of invoices is the duty and responsibility of the Financial Analyst, GS-09/11. You and the Chair intentionally blocked me from hiring a Financial Analyst prior to the start of interviews. The decision was not in the best interest of the agency and it impeded the mission.

As you are aware, this is the end of the fiscal year for budget close out and I am unable to take on additional responsibilities for other positions as a result of actions by you and the Chair. Additionally, per GSA close out guidance final travel vouchers for FY-13 were due to GSA on Sept 12. All NCD staff to included you were informed of this deadline on August 14.

These types of emails have impeded my workload and I request for them to cease and desist as they are affecting my disabilities. If the White House or the general public were aware of the activities within NCD in the midst of a government shut down, it would have tax payer's outraged and would bring embarrassment on the President and the disability community. You continue to threatened me with disciplinary action and removal from federal service however you and others continue to commit acts of misconduct which are not being addressed. If the threats do not cease and desist I will be forced to take legal action.

If you have any questions in the absence of the NCD General Counsel, please consult with GSA. Also, please note that the email threats against me will be forwarded to the appropriate government officials.

Have a good day,
Sylvia

From: Rebecca Cokley
Sent: Thursday, September 26, 2013 12:01 PM
To: Sylvia Jones
Cc: Jeff Rosen
Subject: directive

Sylvia

This is a direct order, failure to follow these orders can result in disciplinary action up to and including removal from the federal service.

Order 1: You are to follow the instructions and orders of Mr. Jeff Rosen, your second level supervisor

Order 2: You are to process the travel vouchers of (b) (6) by COB 09/26/13 or provide in writing to Mr. Rosen a legal reason why these vouchers cannot be processed. Failure to follow agency guidelines for submission is not a legal reason why the vouchers cannot be paid.

Rebecca

Sent from my iPad

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/1/2013 1:27:28 PM
Subject: FW: NCD 2013 Audit
Attachments: 6. ICFC Questionnaire.docx
3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx

FYI I had not responded to Mrs. Jones' request as a result of a directive from my chairperson, Mr. Rosen, who directed me not to do so until the new A&F chair had met with the auditor. RC _____

From: Sylvia Jones Sent: Friday, November 01, 2013 1:25 PM To: NCD-Board-Members Cc: Rebecca Cokley Subject: NCD 2013 Audit All, The purpose of this email is to advise you that Regis & Associates, PC auditors selected to conduct NCD's 2013 Audit is unable to conduct preliminary audit work and activities required due to a lack of cooperation from NCD, which the auditor's have documented and will report to the GSA, GAO, OMB and Inspector General. Per email from Rebecca Cokley on Sunday, October 27, Gary Blumenthal was replaced as the Audit and Finance Chair by Council Member Jonathan Kuniholm. Information pertaining to the audit was forwarded to Mr. Kuniholm at Rebecca's request on Monday, October 28. However as of today, the auditor's have not heard from the A&F Chair nor have they received overdue audit documents from the Executive Director, Chair and A&F Chair. Documents due are as follows (attached): Internal Control Management Tool - due on Monday, Oct 28 from: 1) A&F Chair during FY13; and 2) Executive Director or Chair. Internal Control Fraud Considerations Questionnaire - due Wednesday, October 30 from: 1) Chair, 2) Executive Director; 3) A&F Chair during FY 13; and 4) Director of Administration. I have completed my portion, however I need to hear from everyone else with an update. Per my conversation with the lead auditor things are not looking good for the agency in terms of compliance which is hindering the auditor's meeting critical deadlines. Any assistance in this matter will be helpful to the agency. Thank you, Sylvia _____

From: Sylvia Jones Sent: Friday, October 25, 2013 3:18:45 PM To: Gary Blumenthal; Jeff Rosen; Rebecca Cokley Cc: claud.e.tinoff@regiscpa.com; Pam Holmes; Ari Neeman; Kamilah Martin-Proctor; Lynnae Ruttledge Subject: FW: 3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx All, Attached are the audit documents that I have been waiting to receive: 1) Internal Control Mgmt Tool; and 2) Internal Control Fraud Considerations Questionnaire. Item #1 is to be completed by the A&F Chair and either Rebecca or Jeff. This document is due to me for submission to the auditors before the close of business, Monday Oct 28. Item #2 is to be completed independently by me, Jeff, Rebecca and Gary and sent separately in email to the lead auditor Claude Etinoff. Rebecca is to complete the fraud questions and Jeff and Gary are to complete policies and fraud questions. This document is due as soon as possible and no later than cob Wednesday, Oct 30. Mr. Etinoff's contact information is as follows: Regis & Associates, PC 1400 Eye Street, NW Suite 425 Washington, DC 20005 Phone: 202-296-7101 Email: Claude.Etinoff@regiscpa.com I have copied Mr. Etinoff to this email for delivery confirmation that you have received the attached docs for completion. Thanks all...and have a good weekend! Sylvia _____

From: Claude Etinoff <Claude.Etinoff@RegisCPA.com> Sent: Friday, October 25, 2013 2:25:41 PM To: Sylvia Jones Cc: Victor Ahuchogu; Thomas Coyne; Etienne Faye Subject: 3. NCD-Internal Control Management and Evaluation Tool NCD.xlsx Hi Sylvia: Attached is the "Internal Control Management and Evaluation Tool" that is required to be completed by a representative of the Board of Directors, and a member of Senior Management of NCD. This Tool will then be evaluated and combined into a single document to be sent to our GSA point of contact (POC). I have added a comment column for items that will have a "No" answer. In addition, I have also attached an Internal Control Fraud Consideration (ICFC) Questionnaire which includes the SAS 99 fraud questions that also needs to be completed by the Chairpersons of the Board and the Audit and Finance Committee as well as the Executive Director. Please also have these individuals complete this word document also. In addition, please Cc me on the e-mails that are sent out to Jeff, Gary and Rebecca. · Jeff and Gary should complete questions related to Fraud and Policies on the ICFC questionnaire. · You, Sylvia, should complete all 30 questions of the ICFC questionnaire. · If there is a member of the senior management team or on the Board of Directors that is responsible for the IT, have that individual respond to the IT related questions. Please add that individual's name to the e-mail that you will send out for the ICFC questionnaire. · Rebecca should only fill out the questions that are Fraud related (SAS 99) on the ICFC questionnaire. If it is easier for each person to sit with me or a member of the audit team to assist with completing these questions, quickly, we would be happy to have either a conference call or sit with you in the office to complete the document. Please use this e-mail as an attachment when sending out these 2 questionnaires so that I can respond to each person directly, as needed. The ICFC should be sent to my e-mail only since there is sensitive information that each person (s) would be required to answer and document. Regards, Claude Etinoff, CPA

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/2/2013 12:33:30 PM
Subject: Fwd: Julie's Leave Nov. 25 - 29

More stuff I need your help on....

Sent from my iPad

Begin forwarded message:

From: Julie Carroll <JCarroll@ncd.gov>
Date: December 2, 2013, 11:27:59 AM EST
To: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Cc: DrGerrie Hawkins <DHawkins@ncd.gov>, Rebecca Cokley <rcokley@ncd.gov>
Subject: RE: Julie's Leave Nov. 25 - 29

The leave was requested by my doctor on the appropriate form on September 23 and was to be indefinite.

Julie

-----Original Message-----

From: Sylvia Jones
Sent: Monday, December 02, 2013 11:24 AM
To: Robyn Powell
Cc: Julie Carroll; DrGerrie Hawkins; Rebecca Cokley; Sylvia Jones
Subject: FW: Julie's Leave Nov. 25 - 29

Robyn,

As you are aware "leave must be requested and documented in advance on the SF-71 form. The SF-71 form is not submitted after leave is taken on a weekly or bi-weekly basis as Julie is doing.

The NCD Administrative Policy and Procedures Manual states - Prior to subtracting any hours of leave from an entitlement to FMLA or placing an employee on FMLA leave, the supervisor must confirm that action with the employee. Supervisory confirmation of FMLA leave appears on the SF-71 notice. Julie invoked her entitlement to FMLA on September 23, 2013. Shortly thereafter Gerrie consulted with HR and approved. However, I do not recall receiving an SF-71 to cover the 12 week period as required and requested.

The manual also states "in an emergency situation...notice by a spouse or other responsible person suffices until the employee can contact the supervisor and complete an SF-71."

Prior to Joan departing on FMLA for maternity leave she submitted an SF-71 for the entire duration of time she would be out to include maternity leave. Please forward an SF-71 to cover the entire duration of Julie's FMLA immediately.

Sylvia

From: Robyn Powell
Sent: Sunday, December 1, 2013 7:47 PM
To: Julie Carroll; DrGerrie Hawkins
Cc: Rebecca Cokley; Sylvia Jones
Subject: RE: Julie's Leave Nov. 25 - 29

Thanks! Sylvia, the approved leave slips are attached.

From: Julie Carroll [<mailto:j7carroll@verizon.net>]
Sent: Sunday, December 01, 2013 2:15 PM
To: Robyn Powell; DrGerrie Hawkins
Cc: Rebecca Cokley; Sylvia Jones
Subject: Julie's Leave Nov. 25 - 29

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Brad Kliethermes - BCEC](#)
Date: 12/18/2013 3:24:22 PM
Subject: RE: Your assistance

Great, that's what I'll work up.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, December 18, 2013 2:23 PM
To: Rebecca Cokley
Cc: Jeff Rosen; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

The easiest for us is something that looks like the following:

PPE 12/14/13

12/1 8 regular hrs
12/2 4 regular hrs 4 annual leave = 8 total for day
12/3 8 annual leave
12/4 8 regular hrs
and so on for each day.
Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5435

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwnZlaVE6MA>

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On Wed, Dec 18, 2013 at 12:16 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

Jeff, I would like your assistance on this. I'm going to pull together all my leave slips and find a way to make it simple for Stephen to figure out what he needs to do. I will send this to you tomorrow morning.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Jeff Rosen
Sent: Wednesday, December 18, 2013 10:30 AM
To: Rebecca Cokley; Brad Kliethermes - BCEC

Cc: Lisa Brown-Gilmore - CPWA
Subject: RE: Your assistance

Thank you Brad, we appreciate GSA's assistance here. I will see whether Rebecca would like my assistance with processing.

-Jeff

From: Rebecca Cokley
Sent: Wednesday, December 18, 2013 10:25 AM
To: Brad Kliethermes - BCEC
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: RE: Your assistance

Ok. Sounds good.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [<mailto:bradley.kliethermes@gsa.gov>]
Sent: Wednesday, December 18, 2013 10:24 AM
To: Rebecca Cokley
Cc: Lisa Brown-Gilmore - CPWA; Jeff Rosen
Subject: Re: Your assistance

You can send them to stephen.malick@gsa.gov and CC me on the email. Steve is the pay tech who handles your agency and he will be the one to put the timecards in. It might be best if you send the email to Jeff and have him send it in to us this way it doesn't look like we are trying to help you circumvent the system.

Bradley Kliethermes
Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5435](tel:(816)823-5435)

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<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Tue, Dec 17, 2013 at 9:50 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

I'm double checking with you on this based on our convo yesterday. Are you able to process my timecards until our GC gets back and I can have her certified as a timekeeper?

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 11:33 AM
To: David Allen - WPG-C
Cc: Rebecca Cokley; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5447](tel:(816)823-5447)

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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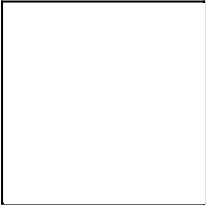
On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Meniffee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Meniffee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--

Dave Allen
Employee Relations Specialist
301 7th Street SW
Room 1619
Washington, DC 20407
David.Allen@GSA.gov
[202-690-9475](tel:202-690-9475)
FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

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Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6430 - Release Date: 12/18/13

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2012.0.2247 / Virus Database: 3658/6431 - Release Date: 12/18/13

Sent: Wednesday, September 11, 2013 4:04 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Not working there for the whole year is how you could get more comp time by having the biweekly cap lifted and then as long as your salary and premium pay for the year doesn't go over the cap you are ok.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: (816) 823-3906
Fax: (816) 823-5447

Please go to the following link to provide feedback on the service I provided.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwnZlaVE6MA>

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On Wed, Sep 11, 2013 at 2:16 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

Would it make a difference that as of the end of the calendar year I wouldn't have worked at NCD for a 26 Bi-weekly salary period? I started back in April.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
[202-272-2124](tel:202-272-2124) Voice
[202-272-2074](tel:202-272-2074) TTY
[202-272-2022](tel:202-272-2022) Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Brad Kliethermes - BCEC [mailto:bradley.kliethermes@gsa.gov]
Sent: Wednesday, September 11, 2013 2:27 PM
To: Rebecca Cokley
Cc: David Allen - WPG-C; Lisa Brown-Gilmore - CPWA
Subject: Re: Your assistance

Rebecca,

I left David and Lisa on this in case they have other input that might show you don't fall under this rule or might be able to help in figuring out if the biweekly cap could be lifted in order to allow for the comp time to be fully earned. The below link will take you to the OPM site with the rules on capping premium pay.

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/#url=Biweekly-Pay-Caps>

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5447](tel:(816)823-5447)

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<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dEVCVTdXNkdWZF9OWHZmdUgwbnZlaVE6MA>

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On Wed, Sep 11, 2013 at 11:21 AM, Brad Kliethermes - BCEC <bradley.kliethermes@gsa.gov> wrote:
Basically whoever has the authority in your agency to approve your hours. I have briefly looked at your pay and it looks like with your regular pay you should still be able to earn about 4 hours of comp time in a pay period.

Bradley Kliethermes
Supervisory Accountant Payroll Operations
GSA National Payroll Branch (BCEC)
Financial and Payroll Services Division
Office of the Chief Financial Officer
Phone: [\(816\) 823-3906](tel:(816)823-3906)
Fax: [\(816\) 823-5447](tel:(816)823-5447)

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On Wed, Sep 11, 2013 at 10:39 AM, Rebecca Cokley <rcokley@ncd.gov> wrote:
Brad

What would that need to look like? Should it come from the head of the agency (the chair)?

Rebecca

Sent from my iPhone

On Sep 11, 2013, at 11:33 AM, "Brad Kliethermes - BCEC" <bradley.kliethermes@gsa.gov> wrote:

We are able to process the timecards in the interim if needed. An email with proper certification is all that would be required for us to do the input.

Bradley Kliethermes

Supervisory Accountant Payroll Operations

GSA National Payroll Branch (BCEC)

Financial and Payroll Services Division

Office of the Chief Financial Officer

Phone: [\(816\) 823-3906](tel:(816)823-3906)

Fax: [\(816\) 823-5447](tel:(816)823-5447)

Please go to the following link to provide feedback on the service I provided.

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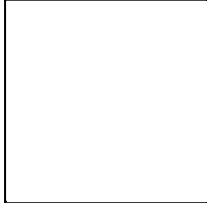
On Wed, Sep 11, 2013 at 10:29 AM, David Allen - WPG-C <david.allen@gsa.gov> wrote:
Mr. Kliethermes,

I want to first thank you for agreeing to assist us in getting Ms. Cokley's comp time properly credited to her account.

We are unsure whether Ms. Menifee will certify that time once Ms. Cokely claims in on her time card.

I am asking you to confirm that you can approve and have input the use of that comp time, in accordance with all appropriate regulations, should Ms. Menifee decline to appropriately process it.

Management is addressing the issue of certifying an alternate timekeeper within the agency so that your continued involvement will not be necessary.



--

Dave Allen

Employee Relations Specialist

301 7th Street SW

Room 1619

Washington, DC 20407

David.Allen@GSA.gov

[202-690-9475](tel:202-690-9475)

FAX [202-205-2546](tel:202-205-2546) (Please call or email if faxing so that I can retrieve it)

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3222/6155 - Release Date: 09/11/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 11/21/2013 12:03:12 PM
Subject: Audit Documentation Issue

Documentation from the auditors listing that the ICMA tool was a deliverable to us in September

From: Claude Etinoff <Claude.Etinoff@RegisCPA.com>
Sent: Friday, November 08, 2013 8:44 AM
To: Rebecca Cokley; Thomas Clark - CB
Cc: Jeff Rosen; Jonathan Kuniholm; Sylvia Jones; Peter Regis
Subject: RE: 4. NCD Document Request Listing 11-07-2013 (Excel format) (DRL)

Good morning Thomas:

Please see e-mail from Rebecca Cokley, Executive Director of NCD below. Can you give her a response? I cannot give her any extension that the Federal Government has not already granted. We still have not received the Internal Control Management Assessment Tool which was a deliverable to you in September, 2013.

Regards,

Claude

From: Rebecca Cokley [mailto:rcokley@ncd.gov]
Sent: Thursday, November 07, 2013 10:55 PM
To: Claude Etinoff
Cc: Jeff Rosen; Jonathan Kuniholm; Sylvia Jones
Subject: Re: 4. NCD Document Request Listing 11-07-2013 (Excel format).xlsx (DRL)

Claude

In looking at the Document Request Listing, we as NCD (both Council and Staff) want to be as responsive as possible and understand the time constraint that you and your team are under as well. We're in the process of bringing in a financial analyst hopefully this next week to assist us, but it will take a week or so to get the individual on-boarded. I am currently working at pulling together for you all of the Executive Committee minutes for the past fiscal year and can get those to you at the first of next week, but is it possible that we can request a 2-4 week extension while we work to pull together all of the documentation requested?

Rebecca

On Nov 7, 2013, at 6:16 PM, "Claude Etinoff" <Claude.Etinoff@RegisCPA.com> wrote:

Good evening:

Attached is the updated DRL based on the latest documents received from NCD. Please review to ensure that I have documented all items received.

Regards,

Claude

<4. NCD Document Request Listing 11-07-2013 (Excel format).xlsx>

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Jeff Rosen](#)
Date: 9/25/2013 9:15:00 AM
Subject: Re: Stacey suspension

Disregard this. We're good.

Sent from my iPhone

> On Sep 25, 2013, at 9:09 AM, "Rebecca Cokley" <rcokley@ncd.gov> wrote:

>

> With the budget and Sylvia's absences and my medical leave we need to readjust the dates of Stacey's suspension to be in line with NCDs policy of giving 30 days notice in advance. Dave and Lisa, should I go to Sylvia as the supervisor and ask for new dates (as i did originally) or should I just change them on my own?

>

> Rebecca

>

> Sent from my iPhone

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/10/2013 12:32:14 PM
Subject: Re: Inquiry...

Yes. She said she was under the belief that to be a federal attorney you just had to be barred somewhere. Not necessarily DC unless you were representing the agency in a court proceeding.

Sent from my iPhone

On Dec 10, 2013, at 11:29 AM, "Lisa Brown-Gilmore - CPWA" <lisa.gilmore@gsa.gov> wrote:

Becca, have you talked to Robyn about this?

On Mon, Dec 9, 2013 at 5:16 PM, Rebecca Cokley <rcokley@ncd.gov> wrote:

From what I know federal attorneys can be barred in any state. For example, our GC is barred in Michigan.

Becca

Sent from my iPhone

On Dec 9, 2013, at 4:52 PM, "Rebecca Cokley" <rcokley@ncd.gov> wrote:

This is the first I've learned of this. Is this an issue?

Rebecca

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: December 9, 2013 at 4:50:44 PM EST
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>, Robyn Powell <RPowell@ncd.gov>
Subject: Inquiry...

Rebecca,

Robyn Powell has been acting in the capacity of an employment attorney for NCD. However during my public record search as a private citizen (**and not in the capacity of an NCD employee**) with the Bar Association I learned that Robyn Powell is not licensed to practice law in DC and since she has been involved in sensitive, private and

personal matters relating to me, I would like to know under what authority have she been doing so. Please advise..

Sylvia

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA \(lisa.gilmore@gsa.gov\)](mailto:lisa.gilmore@gsa.gov)
Date: 12/6/2013 10:59:20 AM
Subject: FW: NCD Member Payroll Failure

For your documentation....

Sylvia had an issue with Gary's timecard, but regardless, she didn't certify the timecards for other members. I've rectified the situation, but wanted to document it.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

-----Original Message-----

From: Jeff Rosen
Sent: Friday, December 06, 2013 8:24 AM
To: Rebecca Cokley; Gary Blumenthal
Subject: RE: NCD Member Payroll Failure

Thanks for catching this Gary.

Rebecca, I didn't get paid either although I turned in my time card on time and received an acknowledgment. Please communicate with all the affected members the issue, why it happened, when it will be paid and what corrective action, if any is needed, is taken to ensure that it will not recur.

-Jeff

From: Rebecca Cokley
Sent: Friday, December 06, 2013 6:52 AM
To: Gary Blumenthal
Cc: Jeff Rosen
Subject: Re: NCD Member Payroll Failure

Weird. I signed the time sheets. I will call GSA in Kansas City first thing.

Becca

Sent from my iPhone

> On Dec 6, 2013, at 6:35 AM, "Gary Blumenthal" <garyblumenthal@addp.org> wrote:
>
> Becca,
>
> NCD payroll failed to post or be deposited today for the Thanksgiving week payroll week and
preceding week.
>
> This type of action hurts those of us who live on a tight income to support our families.
>
> It is such a sad statement that I don't feel comfortable to ask the Director of Administration why this
happened, instead I feel that she would be an adversary rather than a help to solving problems like
this.
>
> Can you tell me how quickly this missed payroll can be processed and paid?
>
> Gary
>
> --
> Gary Blumenthal
> President & CEO
> ADDP
> 1671 Worcester Rd
> Framingham, Ma 01701
> 508.405.8000 office
> 617-(b) (6) cell
>

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Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rcokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 12/5/2013 4:03:58 PM
Subject: RE: Draft

Ok great. FYI, nothing was attached.

Rebecca Cokley
Executive Director
National Council on Disability
1331 F Street NW, Suite 850
Washington, DC 20004
202-272-2124 Voice
202-272-2074 TTY
202-272-2022 Fax
Rcokley@ncd.gov
Website: <http://www.ncd.gov>

From: Lisa Brown-Gilmore - CPWA [mailto:lisa.gilmore@gsa.gov]
Sent: Thursday, December 05, 2013 3:00 PM
To: Rebecca Cokley
Subject: Draft

Hi Rebecca,

(b) (5)

--

Lisa Gilmore
Human Resources Specialist (Employee Relations)
Washington Area Operations Center
Employee Relations Branch-CPWA
301 7th Street, S.W., Room 1022
Washington, DC 20407
202-205-4929 Desk
202-(b) (6) Mobile Phone
202-708-5377 fax



https://docs.google.com/a/gsa.gov/forms/d/1nhjCN6rnQLHds76fKF2MsLyLHchZpKL7e_LIZjNJlr0/viewform

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2242 / Virus Database: 3658/6393 - Release Date: 12/05/13

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:Rebecca.Cokley@ncd.gov)
To: [Lisa Brown-Gilmore - CPWA](#)
Date: 10/31/2013 9:02:24 AM
Subject: Fwd: Temp Appt. Extension (3rd Request)

I'll call you about this shortly. I do not appreciate her tone.

Rebecca

Sent from my iPhone

Begin forwarded message:

From: Sylvia Jones <sjones@ncd.gov>
Date: October 31, 2013 at 8:46:29 AM EDT
To: Rebecca Cokley <rcokley@ncd.gov>
Cc: Sylvia Jones <sjones@ncd.gov>
Subject: FW: FW: Temp Appt. Extension (3rd Request)

Rebecca,

This is my 3rd documented request to you seeking a response on the extension for temp employee Chanda Bethea. You read the email that I sent to you yesterday at 9:14 a.m., however you did not respond back to me. As you know, Stacey Brown's 14-day suspension starts tomorrow and if Chanda Bethea is not extended it will further cripple my team as I will have no staff onboard which will affect work being done to include answering and responding to telephone calls and inquiries from constituents. It will also be another internal control/audit issue that I will have to report due to an inadequate level of staff resources. We are also approaching the holiday season and having Chanda on staff will be a needed support due staff leave.

You and Jeff's recommendation to realign the Financial Analyst and Administrative Specialist positions (non-budget position) has severely impeded the work of office and placed the agency's internal controls in a high-risk status.

I would also like to note that you did not hesitate to keep Nick Rushizky, a white male on staff despite performance issues and his lack of required credentials. Chanda Bethea has been a great asset to team and as the Director of Administration I would like to keep her on staff until January 3, 2014.

Since this is my third request an immediate response is requested.

Sylvia

From: Rebecca Cokley
Sent: Wednesday, October 30, 2013 9:20 AM
To: Sylvia Jones
Subject: Read: FW: Temp Appt. Extension (2nd Request)

Your message

To: Rebecca Cokley
Subject: FW: Temp Appt. Extension (2nd Request)
Sent: Wednesday, October 30, 2013 9:14:09 AM (UTC-05:00) Eastern Time (US & Canada)
was read on Wednesday, October 30, 2013 9:20:55 AM (UTC-05:00) Eastern Time (US & Canada).

From: [Rebecca Cokley <rcokley@ncd.gov>](mailto:rcokley@ncd.gov)
To: [Sylvia Jones](#)
Date: 10/27/2013 4:01:44 PM
Subject: meeting with the auditors

Mrs. Jones,

In the future, please remember to include Jon Kuniholm, as NCD's A&F Committee Chair, when meeting with the Auditors and please send him their contact information. If you are not able to contact Jon or have scheduling conflicts, you are to notify me. Thank you.

Rebecca